

Reference Request Formal Letter Sample for Graduate School

This document provides a **reference request formal letter sample for graduate school**, designed to help applicants professionally and respectfully seek academic or professional references. The sample letter demonstrates proper formatting, tone, and content to effectively communicate the purpose of the reference request, highlight key qualifications, and express gratitude, thereby enhancing the applicant's chances of receiving strong and supportive recommendations for graduate school admissions.

Sample Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Professor/Supervisor's Name]

[Title or Position]

[Department or Company Name]

[Address]

[City, State, ZIP Code]

Dear [Professor/Supervisor's Name],

I hope this letter finds you well. I am writing to respectfully request your support in providing a reference for my application to the [Graduate Program Name] at [University Name]. As someone who has had the pleasure of working with you, I can attest to your expertise and guidance. Your support would be greatly appreciated.

During my time in your [class, lab, office, etc.], I gained significant experience in [specific skills or knowledge area], and I appreciated your guidance and encouragement. I am confident that the perspective you provide would be valuable to the admissions committee.

The application deadline is [deadline date], and if you are able to write a reference, I would be happy to provide any additional information or documentation you may need. Please let me know if you require any further information or documentation.

Thank you very much for considering my request and for the support and mentorship you have provided thus far. I am grateful for your time and assistance.

Sincerely,

[Your Name]

Tips:

- Always address your reference formally and use professional language.
- Clearly state the purpose of your letter and the specifics of the program you are applying to.
- Provide enough information to help them write a strong reference.
- Express gratitude, regardless of their decision.
- Follow up with any requested documents promptly.