

Request for Academic Reference

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to kindly request your assistance in providing an academic reference for me as I apply for [specific program, job, or scholarship] at [Institution or Organization Name]. I greatly enjoyed your [class/research project] on [subject] and believe that your insights into my skills and dedication would provide a valuable perspective.

The deadline for submission is [date]. If you are willing to help me with this, I can provide any additional information you may need, including my resume and details about the program.

Thank you very much for considering my request. I appreciate your support and guidance throughout my academic journey.

Sincerely,

[Your Full Name]

[Your Contact Information]