

Reference Request for Graduate School Application

[Your Name]

[Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

[Date]

[Professor/Advisor's Name]

[Department] [University Name] [University Address] [City, State, Zip Code]

Dear [Professor/Advisor's Name],

I hope this message finds you well. I am writing to request a reference letter in support of my application to [Name of Graduate Program] at [University Name]. The deadline for submission is [Deadline Date].

As you may recall, during my time in your [Course/Research Project], I [briefly describe your accomplishments or contributions]. I believe your insights and perspective on my skills would provide a valuable addition to my application.

Please let me know if you would be willing to assist me with this request, and I would be happy to provide any further information you may need. Thank you very much for considering my request.

Sincerely,

[Your Name]