

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Professor's Name]  
[Department/University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you for my application to [Graduate Program Name] at [University Name]. As you know, I had the pleasure of taking your course on [Course Name] during [Semester/Year], and I believe that your insights about my academic abilities and character would greatly enhance my application.

During my time in your class, I learned [briefly describe an important skill or concept learned], which has significantly influenced my desire to pursue [specific goals related to the program]. I am particularly interested in [mention specific interests in the program], and I believe that your recommendation would provide a valuable perspective on my capabilities.

The deadline for submission is [Insert Deadline], and the recommendation can be submitted online through [provide details on submission process]. Please let me know if you need any additional information or if you would like to discuss this further.

Thank you very much for considering my request. I greatly appreciate your support and guidance.

Sincerely,  
[Your Name]