

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department]

[University Name]

[University Address]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you for a teaching assistant position in [specific course or program] at [University Name]. I have greatly enjoyed our time together in [specific class or project], and I believe that your insights into my academic abilities and teaching potential would provide a valuable perspective to the hiring committee.

During my time in your class, I gained significant knowledge in [relevant subject matter] and honed my skills in [specific skills related to teaching]. I am eager to further develop these skills while contributing to the learning experience of other students.

The deadline for submitting the letter is [deadline date]. I would be happy to provide any additional information or materials you might need to assist you in writing the recommendation, including my resume or a summary of my qualifications.

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

Sincerely,

[Your Name]