

Request for Academic Recommendation

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

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

Dear [Professor/Teacher's Name],

I hope this message finds you well. I am writing to request a letter of recommendation to support my application for [specific program or university] for the [upcoming academic year/semester]. I have enjoyed [course or project you worked on with the professor/teacher] and believe that your insights into my abilities and character would greatly enhance my application.

The deadline for submission of the recommendation letter is [deadline date]. If you agree to write this letter, I can provide you with any additional information you might need, including my resume and details about the program.

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

Sincerely,
[Your Name]