

Academic Reference Request

Dear [Professor's/Dr. Last Name],

I hope this message finds you well. I am writing to request your assistance by providing a reference for me as I apply for [specific program/job name] at [institution/company name]. I enjoyed taking your course on [course name] and believe that your insight into my skills and work ethic would greatly support my application.

The deadline for submission is [date], and the reference needs to be sent directly to [instructions for submission]. If you agree to help me, I can provide additional details and any relevant materials you may need.

Thank you very much for considering my request. I truly appreciate your time and support!

Sincerely,

[Your Name]

[Your Contact Information]