

Request for Academic Reference

Date: [Insert Date]

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to request your support in providing an academic reference for my application to participate in the [Name of Conference] taking place on [Dates] in [Location].

As you may recall, I had the pleasure of taking your course on [Course Name] during [Semester/Year], where I learned a great deal about [Briefly mention relevant topics or skills]. I am eager to engage in further academic discussions and networking opportunities that the conference offers, and I believe your reference would significantly strengthen my application.

If you are willing to provide a reference, I would be happy to share more details about the conference and the specific skills or experiences I hope to highlight. I greatly appreciate your consideration of my request and would be thankful for your support.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Institution/Department]