

# Request for Academic Reference

Date: [Insert Date]

Dear [Professor's/Instructor's Name],

I hope this message finds you well. I am writing to request your assistance in providing a reference letter for my graduate school application to [University/Program Name]. I have greatly valued your mentorship during my time at [Your Institution/Department] and believe that you can provide a comprehensive perspective on my skills and experiences.

As you may recall, I [Briefly mention relevant experiences or projects you worked on with the professor]. I am confident that your insights will help the admissions committee understand my strengths and dedication to my field.

The deadline for submission is [Insert Deadline Date]. If you agree to assist me in this, I would be happy to provide any additional information you might need, such as my resume or details about the program.

Thank you for considering my request. I greatly appreciate your time and support!

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Student ID (if applicable)]