

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[University Name]

[Department Name]

[University Address]

[City, State, Zip]

Dear [Professor's Name],

I hope this message finds you well. I am writing to kindly request a reference letter from you as I am in the process of applying for a [specific job title] position at [Company Name]. I greatly appreciated your guidance during [specific course/research], and I believe your perspective on my skills would be invaluable for my application.

The application deadline is [deadline date], and the letter can be submitted via [submission method]. I would be more than happy to provide any additional information or details about the position as needed.

Thank you very much for considering my request. I truly value your support and guidance.

Sincerely,

[Your Name]