

Dear [Professor's Name],

I hope this message finds you well. I am writing to request an academic reference from you as I am applying for a study abroad program at [University/Program Name]. I believe that your insights about my skills and experiences would provide valuable context to my application.

During my time in your [Course Name] class, I [mention specific achievements or contributions], which you might recall. The study abroad program I am applying to focuses on [briefly describe the program's relevance to your studies]. I am confident that my participation in this program will enhance my academic growth and career prospects.

If you are willing to provide a reference, I would be more than happy to share additional details about the program and my goals. The deadline for submission is [insert date].

Thank you for considering my request. I appreciate your support and guidance.

Sincerely,  
[Your Name]  
[Your Student ID]  
[Your Contact Information]