

Request for Academic Reference

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department]

[University Name]

[University Address]

Dear [Professor's Name],

I hope this message finds you well. I am writing to request your support in providing an academic reference for me as I apply for a teaching assistant position in the [specific course or department] at [University/Institution Name]. Your insight into my [mention any relevant skills, experiences, or courses] would be invaluable to my application.

The position requires a strong background in [relevant topics], and I believe my experiences in your class and the projects we worked on together have prepared me well for this opportunity.

If you are willing to assist me, I would greatly appreciate it if you could provide a brief letter of reference by [deadline date]. I can provide any additional information you might need, including my resume and details about the position.

Thank you very much for considering my request. I really appreciate your time and assistance.

Sincerely,

[Your Name]