

Request for Letter of Recommendation

Dear [Professor's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you as I apply for a graduate assistantship position in [Program Name] at [University Name]. Given our previous interactions during [Course/Project Name], I believe you can provide valuable insights into my skills and capabilities.

The application deadline is [Date], and I would be grateful if you could submit the recommendation letter by that date. If you need any additional information or materials to assist you, please let me know.

Thank you very much for considering my request. I truly appreciate your support.

Best regards,
[Your Name]
[Your Email]
[Your Phone Number]