

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to kindly request a letter of recommendation from you for a research position I am applying for at [Institution/Company Name]. The application deadline is [Deadline Date], and I believe your insights into my work and capabilities would greatly strengthen my application.

During my time in your class, [Course Name], I learned [specific skills or knowledge], which deepened my passion for [Field/Research Area]. I am particularly interested in [Briefly describe your research interests], and I believe that this opportunity would allow me to further develop my skills.

If you agree, I can provide additional details regarding the position and the deadline as well as any information you might need. Thank you very much for considering my request.

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