

Professor [First Name Last Name]
[Department]
[University Name]
[University Address]
[City, State, Zip Code]
[Email Address]
[Date]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to request a letter of reference as I am applying for graduate school programs in [specific field or program] for the upcoming academic year.

During my time in your class on [Course Title] and through my involvement in [Research/Projects/Activities], I greatly appreciated the knowledge and insight I gained. I believe that your perspective on my skills and work ethic would provide valuable context to my application.

The deadline for submission is [date], and I would happily provide any additional information you might need, including my resume, personal statement, and details about the programs I am applying to.

Thank you very much for considering my request. I would be sincerely grateful for your support.

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