

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

Professor [Professor's Name]  
[Department Name]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to respectfully request a performance reference from you as I pursue opportunities for career advancement in [specific field or position].

During my time in your class, [Course Name], I learned a great deal about [specific skills or knowledge]. I believe that your insight into my work ethic and dedication would provide a valuable perspective to potential employers.

If you are willing, I would appreciate your support in my application by providing a letter of reference. I am happy to provide any additional information or updates on my experiences since I last worked with you.

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

Sincerely,

[Your Name]  
[Your Student ID, if applicable]  
[Your Phone Number]