

Dear Professor [Last Name],

I hope this message finds you well. I am writing to kindly request your support in providing a personal reference for me as I apply for a position at [Company/Organization Name]. The role is [brief description of role], and I believe your insight into my skills and experiences would greatly enhance my application.

During my time in your [Course Name] class, I [mention specific skills or projects that could relate to the job]. I feel that your perspective on my abilities would be particularly valuable to the hiring committee.

The application deadline is [date], and I would be grateful if you could provide your reference by then. Please let me know if you need any additional information or if there's a convenient time for us to discuss this further.

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

Warm regards,
[Your Name]
[Your Phone Number]
[Your Email Address]