

Subject: Request for Letter of Recommendation

Dear Professor [Last Name],

I hope this message finds you well. I am writing to request your support in providing a letter of recommendation for my participation in the [Conference Name] taking place on [Dates] in [Location].

As you know, I have been working on [Briefly describe your research or project] under your supervision, and I believe that presenting my work at this prestigious conference would be an invaluable opportunity for my academic growth.

The deadline for submitting the recommendation letter is [Deadline Date]. If you agree, I will ensure to provide you with any necessary details about the conference and my work to assist you in writing the letter.

Thank you very much for considering my request. I greatly appreciate your support and guidance throughout my studies.

Best regards,
[Your Name]
[Your University/Department]
[Your Email]
[Your Phone Number]