

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

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

Dear Professor [Professor's Last Name],

I hope this message finds you well. I am writing to request your support as a reference for my upcoming grant application for [specific grant name or purpose]. Given our previous collaboration on [mention any relevant project or thesis], I believe your insights into my research capabilities and dedication would greatly benefit my application.

The grant application is due on [due date], and it would require a reference from you by that time. If you agree, I would be happy to provide you with any additional information regarding the application and my current research endeavors to assist in your recommendation.

Thank you very much for considering my request. I truly value your support and mentorship throughout my academic journey.

Sincerely,
[Your Name]