

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am reaching out to request a letter of reference from you as I am currently applying for a [specific job title] position at [Company Name]. Your support during my time in [specific course or program] greatly influenced my academic and professional journey, and I believe your insights would provide valuable context for my application.

The position requires [briefly mention qualifications or skills relevant to the position], and I believe your perspective on my [mention specific qualities or experiences] would enhance my chances of securing this opportunity.

If you are willing to assist me, I would be happy to provide any additional information about the position and my recent endeavors that may help you. I understand you have commitments, so any help you can provide would be greatly appreciated.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,  
[Your Full Name]  
[Your Phone Number]  
[Your Email Address]