

Subject: Request for Personal Reference for Graduate School Admission

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to kindly request a personal reference from you as I prepare to apply for graduate school at [University Name] to pursue [specific program].

Having had the privilege of being your student in [Course Name] during [Semester/Year], I believe that your insights into my academic abilities and work ethic would greatly enhance my application. I thoroughly enjoyed your class and learned a great deal from your engaging teaching style and expertise in [relevant subject area].

The application deadline is [Deadline Date], and I would be grateful if you could provide the reference before this date. If you agree, I would be happy to meet to discuss this further or provide any additional information you might need about my application and aspirations.

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

Warm regards,

[Your Full Name]

[Your Phone Number]

[Your Email Address]