

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to request a letter of recommendation for my application to [specific graduate program] at [University Name]. I have greatly valued the insights and guidance I received during [specific course or project] and believe that your perspective on my academic abilities would be invaluable to my application.

The deadline for submission is [date], and the letter can be submitted directly through [link or method of submission]. I would be happy to provide any additional information you may need, including my resume or details about the graduate program.

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

Sincerely,

[Your Name]