

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to request your assistance in providing an academic reference for my application to [Graduate School/Program Name]. I thoroughly enjoyed your [Course Name] class during [Semester/Year], and I believe the skills and knowledge I gained from it have greatly prepared me for my graduate studies.

The deadline for the submission is [Deadline Date], and I would be incredibly grateful if you could take the time to write a letter on my behalf. I am applying to [specific program or university], and I am excited about the opportunity to further my education in [Field/Area of Study].

If you agree, I can provide my resume and any additional information you may need to help facilitate the writing process. Thank you very much for considering my request, and I greatly appreciate your support.

Sincerely,

[Your Name]