

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department]

[University's Name]

[University's Address]

[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to request a character reference as I apply for my graduate studies in [specific field or program] at [University Name]. Your insight into my skills and experiences would provide valuable context to my application.

During my time in your [specific class or project], I learned a great deal and appreciated your guidance. I believe that you can offer a unique perspective on my abilities and dedication to my studies.

If you agree to assist me, I will provide you with the details of the program and any specific points you might consider including in your letter. The deadline for submission is [date].

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

Sincerely,
[Your Name]