

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a recommendation letter for my graduate school application to [Program Name] at [University Name]. I have greatly enjoyed and learned a lot from your [Course Name] class and believe that you could provide a meaningful perspective on my skills and qualifications.

The deadline for submission is [Deadline Date], and I would be happy to share my resume and any additional information you may need. I truly appreciate your consideration and support.

Thank you very much for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Degree Program/Year]