

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am reaching out to inquire if you would be willing to provide a reference for my application to [Graduate Program Name] at [University Name]. As you may remember, I thoroughly enjoyed [Course/Project Name] during my time at [Your University], and I believe your insights would be invaluable in supporting my application.

The deadline for submission is [Deadline Date], and I would be happy to provide any additional information about the program or my application if needed. Thank you very much for considering my request.

Warm regards,

[Your Full Name]

[Your Contact Information]

[Your Degree Program and Year]

[Your University]