

Graduate School Support Letter Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in my application to [Graduate School Name] for the [specific program or degree] starting in [semester/year]. As a [your relationship to the recipient, e.g., professor, employer], your perspective on my skills and experiences would be invaluable to my application.

Please let me know if you would be willing to provide a support letter. I would be happy to meet or discuss any particulars you would like to consider. The deadline for submission is [insert deadline].

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

Sincerely,

[Your Name]