

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department]

[University's Name]

[University Address]

[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a reference for my application to the Master's program in [Program Name] at [University Name]. I have greatly enjoyed and benefited from your course on [Course Name] during my undergraduate studies at [Your University], and I believe that your insights into my academic abilities and dedication would be invaluable to my application.

The Master's program I am applying to emphasizes [mention any relevant program specifics], and I feel that your perspective on my work and character would greatly enhance my chances of being accepted.

If you agree, I would be happy to provide you with more information about the program and my goals, as well as a copy of my CV and statement of purpose to assist you in writing the reference. The deadline for submission is [Date].

Thank you very much for considering my request. I appreciate your time and support throughout my academic journey.

Sincerely,

[Your Name]