

Request for Academic Reference

Date: [Insert Date]

Dear [Professor's/Teacher's Name],

I hope this message finds you well. I am [Your Name], a [Your Year, e.g., senior] at [Your School/University Name], and I am applying to [College/University Name] for [specific program or degree]. I am reaching out to ask if you would be willing to provide a letter of reference on my behalf.

During my time in your [Class Name] class, I truly appreciated the opportunity to learn under your guidance and found your insights invaluable. I believe your perspective on my academic abilities and work ethic would greatly strengthen my application.

The deadline for submission of the reference letter is [Date]. If you agree, I can provide further details about the program and my goals, as well as any forms you may need to complete.

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

Best regards,

[Your Name]

[Your Contact Information]

[Your Student ID (if applicable)]