

Dear [Instructor's Name],

I hope this message finds you well. I am writing to request a reference letter from you for a teaching assistant position I am applying for at [University/Program Name]. Your guidance and support during my time in [Course Name or Department] have greatly influenced my passion for teaching, and I believe your perspective would significantly strengthen my application.

The position involves [briefly describe the responsibilities or focus of the TA role] and I believe my experience in your class, combined with my skills in [mention any relevant skills or experiences], make me a strong candidate.

If you are willing to assist me, I would be happy to provide additional information regarding the position and any details you might need for the letter. The deadline for submission is [date]. Thank you for considering my request; I truly appreciate your support.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]

[Your Academic Program or Year]