

Letter Template for University Admission Reference Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Professor's Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to request your support in providing a reference for my application to [Program Name] at [University Name]. As you know, I sincerely enjoyed my time in your [Course Name] class and learned a great deal from your insights.

Throughout my studies, I have developed a strong passion for [specific field or topic], and I believe that your perspective on my abilities and dedication would greatly enhance my application. The deadline for submission is [date], and I would be incredibly grateful if you could complete the reference by this date.

Please let me know if you would be willing to assist me with this request. I can provide any additional information or materials needed to make the process easier for you. Thank you very much for considering my request.

Warm regards,
[Your Name]