

Request for Reference Letter

Date: [Insert Date]

Dear [Professor/Counselor's Name],

I hope this message finds you well. I am writing to request a reference letter for my application to [Name of Professional School] for the [Program Name] program. I am excited about this opportunity, and I believe your insight into my skills and experiences would greatly strengthen my application.

During my time at [Your University], I had the opportunity to [briefly describe your relationship, e.g., "work closely with you in your course on XYZ" or "conduct research under your guidance"]. I am particularly proud of [mention any significant achievement or relevant project].

The deadline for submission is [insert deadline], and the letter can be submitted online through [insert submission method or link]. Please let me know if you need any more details or if there's anything I can provide to assist you in writing the letter.

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

Warm regards,

[Your Name]

[Your Student ID]

[Your Contact Information]