

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to request a reference letter from you for my application for a research assistantship position at [University Name]. As you know, I am very passionate about [field of study/research area] and believe that this opportunity will greatly enhance my academic and professional growth.

During my time in your [specific course or project], I have developed a strong understanding of [relevant skills/knowledge], and I greatly value your perspective on my abilities. Your support would provide an invaluable insight into my qualifications and work ethic.

The deadline for submission is [date], and the reference can be submitted online directly through the university's application portal. Please let me know if you would be willing to assist me with this request, and I would be happy to provide any additional information you may need.

Thank you very much for considering my request. I truly appreciate your time and support.

Sincerely,
[Your Name]
[Your Contact Information]