

Request for Reference

Date: [Insert Date]

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

I hope this message finds you well. I am writing to request a letter of reference from you as I am applying for an undergraduate program in [Insert Program Name] at [Insert University Name]. I have greatly appreciated your guidance during my time in your class, and I believe that your insight into my academic abilities would provide a valuable perspective to the admissions committee.

The deadline for submission of the reference letter is [Insert Deadline Date]. If you agree to assist me, I will ensure to send you all necessary details and guidelines to facilitate the writing process.

Thank you very much for considering my request. I would be truly grateful for your support in my academic journey.

Warm regards,

[Your Full Name]

[Your University/College Name]

[Your Contact Information]