

Subject: Request for Reference Letter

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am reaching out to request a letter of reference as I am applying for a postdoctoral position in [specific field or program name] at [institution name]. My experience working under your guidance during [specific project, thesis, or course] significantly influenced my academic and research pursuits.

The position I am applying for emphasizes [key qualifications or experiences], and I believe your insights into my work would provide a strong endorsement of my capabilities. The application deadline is [date], and I would greatly appreciate your support.

If you agree, I can provide further details and context about the position and my recent work. Thank you very much for considering my request.

Warm regards,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]

[Your Email]

[Your Phone Number]