

# Request for Academic Reference

[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 an academic reference for me as I pursue [specific opportunity: graduate program, internship, etc.] in legal studies at [Institution/Organization].

During my time in your course on [Course Name], I greatly appreciated the insights I gained regarding [specific topic or skill]. I believe that your perspective on my abilities and dedication to the field of law would be invaluable to my application.

The deadline for submission is [Date], and the reference can be sent directly to [Instructions for submission]. I would be grateful if you could highlight my [specific qualities or experiences relevant to the opportunity].

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

Sincerely,  
[Your Name]