

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Teacher's Name]

[Teacher's Title]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to kindly request a letter of reference from you as I apply for admission to [University/College Name] to pursue my undergraduate studies in [Intended Major]. I believe your insight into my abilities and character will provide a strong endorsement of my qualifications.

During my time in your [specific subject or course] class, I gained invaluable knowledge and skills that have prepared me for this next step. I appreciate the support and guidance you have provided throughout my studies. The deadline for submission of the reference letter is [Deadline Date], and it can be sent directly to the admissions office of [University/College Name].

Thank you very much for considering my request. I truly appreciate your help and support. Please let me know if you require any further information or if there's anything I can provide to assist in writing the letter.

Sincerely,

[Your Name]