

[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 a letter of reference as I apply for the undergraduate program in [Program Name] at [University Name]. I have thoroughly enjoyed and learned a great deal in your [Course Name] class during [Semester/Year], and I believe your insight into my skills and capabilities would significantly strengthen my application.

The application deadline is [Deadline Date], and the letter can be submitted directly online or sent to my email. If you agree to write this reference letter, I would be happy to provide any additional information or documents that could assist you in the process.

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

Sincerely,

[Your Name]