

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Professor's Name]
[Department Name]
[University/College Name]
[University Address]
[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am applying to [University Name] for the undergraduate program in [Program Name] and am reaching out to request a reference letter from you.

Having taken [Course Name] with you, I greatly valued your teachings and guidance. I believe you can provide insights into my academic abilities and character, which would strengthen my application.

The deadline for submission is [Submission Deadline]. If you agree to write the letter, I will provide you with any additional details you may need, including my resume and information about the program.

Thank you for considering my request. I appreciate your support and look forward to hearing from you soon.

Sincerely,
[Your Name]