

Request for Reference Letter

Date: [Insert Date]

Dear [Professor's Name],

I hope this message finds you well. I am writing to request a reference letter from you as I am applying for a research opportunity in [specific program or institution] that focuses on [briefly describe the research field or topic]. I have greatly enjoyed the coursework in your class [Course Name] and believe that your insight into my skills and commitment would greatly enhance my application.

The application deadline is [Insert Deadline], and the letter would need to be submitted directly to [provide submission details, e.g., online portal, email, etc.]. I would be happy to provide any additional information or discuss my future plans at your convenience.

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

Sincerely,

[Your Name]

[Your University]

[Your Student ID]

[Your Contact Information]