

# Reference Letter Request

Date: [Insert Date]

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to request a reference letter from you to support my application for a research project titled "[Project Title]." As you know, I have been working with you on [briefly describe your relationship or project with them], and I believe that your perspective on my skills and experiences would significantly enhance my application.

The research project aims to [briefly describe the objective of the research project]. The deadline for submission is [insert deadline], and I would need your letter by [insert date you need it by]. If you agree to write this reference for me, I would be happy to provide any additional information or materials you might need.

Thank you for considering my request. I greatly appreciate your support and guidance.

Sincerely,  
[Your Name]  
[Your Email]  
[Your Phone Number]