

# Graduate Assistantship Endorsement Request

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

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

Dear Professor [Last Name],

I hope this message finds you well. I am writing to formally request your endorsement for my application for a graduate assistantship position at [Graduate Program/University Name]. As you may remember, I had the privilege of taking your [Course Name] class during my undergraduate studies, where I developed a profound interest in [specific topic or field related to the program].

Your guidance and feedback on my [project/paper/thesis] were invaluable, and I believe that your insights into my academic abilities would greatly support my application. The assistantship opportunity is an essential step towards furthering my education and research in [specific field], and I would be honored if you could provide a letter of endorsement highlighting my strengths and contributions as a student.

If you agree, I would be happy to provide any additional information about the position or my current pursuits. Thank you for considering my request, and I appreciate your support.

Warm regards,  
[Your Name]