

# Request for Recommendation for Graduate Assistantship

Dear [Mentor's Name],

I hope this message finds you well. I am writing to request your support in my application for the Graduate Assistantship position at [University/Department Name]. Given our work together on [specific project or course], I believe you can provide valuable insight into my skills and capabilities.

The assistantship offers a fantastic opportunity for me to gain practical experience and contribute to [describe goals or projects relevant to the position]. I would be grateful if you could write a recommendation letter highlighting my strengths in [specific areas related to the assistantship].

The application deadline is [date], and I can provide any additional details or materials you might need to assist in preparing the letter. Please let me know if you are willing to help, and I can send more information about the position and my application.

Thank you very much for considering my request. I greatly appreciate your mentorship and support.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Program/Department]