

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to kindly request a reference letter from you in support of my application for an exchange program at [University/Institution Name] for the upcoming [semester/year].

As you know, I have greatly enjoyed my studies in [Your Major/Field of Study] and have appreciated your guidance in [specific course or project]. I believe that participating in this exchange program will provide me with an invaluable opportunity to broaden my academic horizons and immerse myself in a new cultural environment.

Your insight into my abilities and character would greatly strengthen my application, as you've witnessed my growth during [specific duration or project]. I am particularly aiming for [specific goals related to the exchange program].

The deadline for submission is [Date], and I would be more than happy to provide any additional information you may need to assist with the letter. Thank you very much for considering my request. I truly appreciate your support.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Contact Information]

[Your Program and Year]