

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

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

Dear [Professor's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a reference for me as I apply for the [specific exchange program name] at [partner university name]. I have enjoyed your [specific course or research] during my studies in [your major] at [your university name], and I believe your insights about my academic performance would be invaluable to my application.

The exchange program is a wonderful opportunity for students to immerse themselves in a different academic environment and culture, and I am excited about the potential of participating. Your support in this regard would mean a lot to me.

If you agree, I would be happy to provide any additional information you might need, such as my CV or details about the exchange program. Please let me know at your earliest convenience if you can assist me with this request.

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

Sincerely,
[Your Name]