

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to formally request a professional reference from you as I prepare to apply for [specific program] at [University name] in [Country]. Your insight and knowledge of my work during [specific course, project, or job] would greatly enhance my application.

As you may remember, I [briefly mention your relationship with the referee, e.g., "worked under your supervision during my thesis project"]. I believe that your perspective on my skills and dedication would provide a comprehensive understanding of my capabilities to the admissions committee.

The deadline for submission is [date], and the reference can be submitted online directly through the university's portal. I would be happy to provide any additional information you may need or discuss this further at your convenience.

Thank you very much for considering my request. I truly appreciate your support and guidance throughout my academic journey.

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