

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference letter in support of my application to the doctoral program in [Program Name] at [University Name]. As you are aware, my experiences as a teaching assistant in [course name or subject] have greatly shaped my academic journey and commitment to education.

During my time in your class, I had the opportunity to develop my teaching skills by [specific responsibilities, e.g., leading discussions, grading, providing feedback]. These experiences not only enhanced my ability to communicate complex concepts effectively but also sparked my passion for academic inquiry and pedagogy.

In the doctoral program, I aim to further investigate [specific areas of interest related to teaching], and I believe that my past experiences will contribute significantly to my research and teaching endeavors. Your perspective on my teaching capabilities and dedication to student learning would provide valuable insight to the admissions committee.

If you agree to provide a reference, I would be happy to share more details about the program and discuss any information that could assist you in writing the letter. I appreciate your time and support in this critical phase of my academic career.

Thank you very much for considering my request. I look forward to your positive reply.

Sincerely,  
[Your Name]  
[Your Contact Information]