

Dr. [Professor's First Name] [Professor's Last Name]  
[Department/School Name]  
[University Name]  
[University Address]  
[City, State, Zip Code]

[Date]

Dear Dr. [Professor's Last Name],

I hope this message finds you well. I am reaching out to kindly request your support in providing a reference for my application to the doctoral program in [specific field or program name] at [University Name]. My time in your [specific course or research] greatly influenced my academic journey and reinforced my passion for [specific interest].

The application deadline is [date], and the reference can be submitted electronically through the university's application portal. I would be happy to provide any additional information regarding my application or accomplishments that might assist you in writing the reference.

Thank you for considering my request. I truly appreciate your support and guidance during my studies.

Warm regards,

[Your Full Name]  
[Your Email Address]  
[Your Phone Number]