

Request for Letter of Recommendation

Dear [Professor's Name],

I hope this message finds you well. I am reaching out to kindly request your support in writing a letter of recommendation for my application to the [Name of Study Abroad Program] at [University/Institution Name].

Having greatly enjoyed and benefited from your [specific course or project] during my studies in [Your Major/Field], I believe that your insights into my academic abilities and passion for [relevant subject] would provide valuable context to my application.

The program focuses on [briefly describe the program's focus], and I am eager to participate in this opportunity to enhance my learning and cultural experiences. The deadline for submission is [insert deadline], and I would be more than happy to provide you with any additional information or materials that may assist you in writing the recommendation.

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

Best regards,
[Your Name]
[Your Student ID]
[Your Contact Information]