

Request for Academic Reference

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to request your support in providing me with a reference for [specific purpose, e.g., a graduate program, a scholarship, etc.]. I have greatly valued my time in your [Course Name] class during [Year/Term], and I believe that you can provide valuable insights into my abilities and dedication.

The deadline for submission is [date], and the reference can be submitted via [method of submission, e.g., email, online portal, etc.]. If you need any additional information or details to assist with your reference, please let me know.

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

Warm regards,

[Your Full Name]

[Your Contact Information]

[Your Student ID, if applicable]