

# Request for Letter of Recommendation

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to respectfully request a letter of recommendation from you to support my application for graduate school at [University Name]. I have greatly appreciated the knowledge I gained in your [Course Name] class and believe that you can provide valuable insights into my abilities and character.

As you may recall, I [mention any specific achievements, projects, or contributions relevant to your relationship with the recommender]. I am applying to [specific program or field of study] and believe that your perspective on my skills in [specific skills or qualities] would greatly enhance my application.

The deadline for submission is [date], and the letter can be submitted online at [submission link or instructions]. I am happy to provide any additional information you may need, including my resume, personal statement, or details about the program.

Thank you very much for considering my request. I really appreciate your support and guidance throughout my studies.

Best regards,

[Your Full Name]

[Your Email Address]

[Your Phone Number]

[Your Degree Program or Major]

[University Name]