

Dear [Professor's/Dr. Last Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you for my application to [specific academic program] at [university name]. I have greatly appreciated your guidance during [specific course or experience] and believe that your insights into my skills and abilities would provide a strong endorsement for my application.

The deadline for submission is [date], and the letter can be submitted via [submission method]. If you are able to assist, I would be happy to provide you with my CV and any additional information to aid you in writing the letter.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Degree Program and Year]