

# Request for Recommendation Letter

Dear [Professor's Name],

I hope this message finds you well. I am writing to request your support in providing a recommendation letter for my graduate school applications.

As you know, I have thoroughly enjoyed my time in [Course/Program Name] and have greatly appreciated your guidance throughout the semester. I believe that your insights on my skills and experiences would provide a strong endorsement of my candidacy.

The deadlines for submission are [insert deadlines], and I would be happy to provide you with any additional information or materials you may need, such as my resume or details about the programs I am applying to.

Thank you for considering my request. I truly value your support and would be grateful for your assistance in this important step of my academic journey.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]