

# Request for Letter of Recommendation

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to kindly request a letter of recommendation from you for [specific program, job, or scholarship] I am applying to at [institution or organization name]. Your support would greatly enhance my application.

During my time in your [course name] class, I enjoyed [mention any specific experiences or projects]. I believe your insight into my skills and dedication would provide a valuable perspective to my application.

The deadline for submission is [date]. If you agree, I would be happy to provide any additional information you might need, such as my resume or details about the program.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Degree Program/Year]