

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department Name]

[College/University Name]

[Address]

[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to request your support in my application for graduate school by providing a letter of recommendation. I have thoroughly enjoyed and learned so much from your course, [Course Name], and I believe that your perspective on my academic abilities and character would greatly enhance my application.

I am applying to [Program Name] at [University Name], and the application deadline is [Deadline Date]. If you agree to assist me, I would be happy to provide you with my resume, personal statement, and any other materials that may assist you in writing the recommendation.

Thank you for considering my request. I appreciate your support and guidance throughout my academic journey.

Sincerely,

[Your Name]