Request for Recommendation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Professor's Name]

[Department Name]

[College/University Name]

[College/University Address]

[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to respectfully request a letter of recommendation from you as I apply for a study abroad program at [Program Name] in [Country]. The program is scheduled for [Start Date] to [End Date] and focuses on [Brief Description of Program].

Having enjoyed your class in [Course Name] and gained valuable insights into [Relevant Subject/Skill], I believe your perspective on my academic abilities and passion for [Field of Study] would provide a meaningful contribution to my application.

If you agree, I would be happy to provide you with any additional information you might need, including my resume, a statement of purpose, and details about the program.

Thank you very much for considering my request. I greatly appreciate your support, and I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]