

Request for Recommendation Letter

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a recommendation letter for me as I apply to the undergraduate research program at [Program Name] for the upcoming summer.

As you know, I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] and I have greatly enjoyed your class on [Class Name]. I believe my experiences and skills align well with the research opportunities offered by the program, particularly in [Specific Area of Interest].

The deadline for submission is [Deadline Date], and I would be happy to provide any additional information or materials that could help you in writing the letter. I appreciate your time and consideration, and I value your support in my academic journey.

Thank you very much for considering my request. I look forward to hearing from you.

Sincerely,
[Your Name]
[Your Student ID]
[Your Contact Information]