[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department]

[University/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you for my application for a Research Assistant position at [Institution/Company Name]. I have greatly enjoyed taking your course in [Course Name] and value the insights I gained through your guidance.

This position aligns well with my research interests in [Your Research Interest] and will allow me to further develop my skills in [Relevant Skills]. I believe that your perspective on my abilities and contributions during our time in class would provide a compelling endorsement to my application.

The deadline for submission is [Deadline Date]. If you agree to write this letter, I can provide you with my resume and any additional information that you might find helpful.

Thank you very much for considering my request. I truly appreciate your support.

Best regards,

[Your Name]