

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to request your support in my application to [Graduate School Name] for [specific program] starting in [start date]. Having had the pleasure of taking your course in [Course Name] during my time at [College/University Name], I deeply value your insights and guidance, and I believe your recommendation would greatly enhance my application.

As I pursue [describe your academic goals or interests], I feel that your perspective on my work would provide a comprehensive view of my abilities and dedication. If you agree to write the recommendation, I would be happy to provide you with my resume, personal statement, and any other information that could assist you.

Thank you very much for considering my request. I understand you have a busy schedule, so please let me know if you would need any further information or if we should meet to discuss this in more detail. I appreciate your time and support.

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your Degree Program and Year]