

Request for University Recommendation

Dear Professor [Last Name],

I hope this message finds you well. I am [Your Name], a student in your [Course Name] class during the [Semester/Year]. I am writing to request a letter of recommendation for my application to [University Name] for [Program Name] starting in [Term/Year].

Your guidance and support throughout my coursework have profoundly impacted my academic journey, and I believe that your insights into my skills and work ethic would provide valuable context to my application.

If you are willing, I would be happy to discuss my goals for the program and provide any additional information you might need to assist in writing the recommendation. The deadline for submission is [Deadline Date].

Thank you for considering my request. I greatly appreciate your time and support.

Warm regards,

[Your Name]

[Your Student ID]

[Your Email Address]

[Your Phone Number]