

Request for Recommendation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to formally request your assistance in providing a recommendation letter for my application to [Graduate School Name] for [Program Name]. I greatly valued the experience I had in your class, [Course Name], during [semester/year], and I believe your insight into my skills and work ethic would be invaluable for my application.

The deadline for submission is [insert date], and it can be sent electronically to [insert email or submission link]. I would be happy to provide additional information about the program and my future goals if that would help you in writing the letter.

Thank you very much for considering my request. I appreciate your support and guidance throughout my academic journey.

Sincerely,

[Your Name]