

Recommendation Request for Study Abroad Program

[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's Name],

I hope this message finds you well. I am writing to request your support in my application for the [Specific Study Abroad Program] at [University/Organization Name]. Having had the pleasure of taking your [Course Name] class during [Semester/Year], I believe you could provide valuable insight into my academic abilities and character.

This program is important to me as it will [briefly explain the benefits of the program and its relevance to your academic/career goals]. I am confident that your perspective on my skills and experiences would greatly strengthen my application.

If you agree to write this letter, I would be happy to provide any additional information or materials you may need, including my resume and details about the program. The deadline for submission is [Submission Deadline].

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

Sincerely,
[Your Name]
[Your Student ID]