

Request for Letter of Recommendation

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Professor/Dr. Last Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you as I apply for graduate programs in biotechnology. Having taken [Course Name] with you during [Semester/Year] and participating in [any relevant projects or lab work], I believe you can speak to my [specific skills, qualities, or relevant experiences].

I am particularly interested in programs at [mention specific universities or programs], as I feel they align perfectly with my career goals of [briefly state career goals]. The deadline for submission is [insert deadline], and I can provide any additional information you might need, including my resume and details about the programs.

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

Sincerely,
[Your Name]