

Request for Letter of Recommendation

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to request a letter of recommendation for my application to the [specific graduate program] in Political Science at [University Name]. As I am preparing my application for the [fall/spring] [year] intake, I believe your insights into my abilities and experiences would provide valuable context to my application.

During my time in your course, [Course Name], I greatly appreciated your engaging teaching style and the knowledge I gained in [specific topic or skill]. I am particularly grateful for your mentorship during [project, paper, or research experience], where I [briefly describe your contributions and skills demonstrated]. I feel that this experience has significantly shaped my interest in [specific area of political science].

The program at [University Name] aligns perfectly with my career goals, and I am eager to pursue [specific interests or career objectives]. Your perspective on my academic and research capabilities would greatly enhance my application.

If you agree to write the recommendation, I would be happy to provide any additional information you may need, including my resume and details about my experiences at [University Name]. The deadline for submission is [date].

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

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]