

Subject: Request for Letter of Recommendation

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to request a favor from you. I am in the process of applying to graduate school, specifically [Program Name] at [University Name], and I would be honored if you could provide a letter of recommendation on my behalf.

Having had the privilege of taking your course in [Course Name] during [Semester/Year], I believe you can speak to my abilities and dedication in the field of [Field of Study]. Your insights into my work and character would greatly enhance my application.

The deadline for submission is [Date], and I would be happy to provide you with any additional information needed to assist you in writing the letter. Thank you very much for considering my request. I truly appreciate your support.

Warm regards,

[Your Full Name]

[Your Contact Information]

[Your Program and Year, if applicable]