

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

[Professor's Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear Professor [Last Name],

I hope this message finds you well. I am [briefly introduce yourself, e.g., "a student in your [course name] class"], and I am writing to request [specific request, e.g., "a meeting to discuss my progress in the course" or "a letter of recommendation for my application to graduate school"].

[Provide a brief explanation of the reason for your request, including any relevant details or context. Be polite and concise.]

I would greatly appreciate your assistance with this matter. Please let me know if you need any information or if we can arrange a convenient time to meet.

Thank you very much for your attention to my request.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]