

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

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

Dear [Professor's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you for [specific program, internship, job, etc.] that I am applying for at [institution or company name].

During my time in your [specific course or project], I greatly appreciated your insights and mentorship, which played a significant role in my academic and personal growth. I believe your perspective on my [skills, work ethic, or specific project] would provide valuable insight to the admissions committee.

The deadline for submission is [date], and it can be submitted online via [submission method] or sent directly to [address/email]. I am more than happy to provide any further information you might need, such as my resume, personal statement, or details about the opportunity.

Thank you very much for considering my request. I would be grateful for your support.

Best regards,

[Your Name]

[Your Student ID (if applicable)]