

Subject: Request for Letter of Recommendation

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a letter of recommendation for me. I am applying to [specific program, job, or opportunity] at [institution/company name], and I believe your insights into my [skills, experiences, etc.] would offer great value to my application.

During my time in your [course, research project, etc.], I particularly enjoyed [specific experience or project] and learned a great deal about [relevant skills or topics]. I think this experience highlights my [qualities/skills] that would be beneficial for [program/job].

The deadline for submission is [date]. If you are able to help, I will provide any additional information or materials you might need, including my resume and details about the opportunity.

Thank you very much for considering my request. I greatly appreciate your support.

Best regards,

[Your Full Name]

[Your University/Department]

[Your Contact Information]

[Your LinkedIn profile (if applicable)]