[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Professor/Advisor's Name]
[Title/Position]
[Department/School]
[University Name]
[University Address]
[City, State, Zip]
Dear [Professor/Advisor's Name],
I hope this message finds you well. I am writing to request a letter of recommendation for my application to [Graduate Program/University Name]. I have thoroughly enjoyed [specific course, project, or experience] under your guidance, and I believe that your insights into my abilities and character would greatly enhance my application.
During my time in your class, I particularly appreciated [mention specific skills, assignments, or interactions that stood out]. As I pursue further studies in [specific field/area], I believe that your perspective on my [related skills/qualities] would provide a valuable and credible endorsement of my capabilities.
The submission deadline for the letter is [date], and it can be sent directly to [provide submission details, such as an online portal or email address]. If you agree to assist me with this, I would be happy to provide any additional information or discuss my experiences further.
Thank you very much for considering my request. I greatly appreciate your support and guidance.
Warm regards,
[Your Name]
[Your Student ID (if applicable)]