

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Professor's Name]  
[Department]  
[College/University Name]  
[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 for [specific purpose, e.g., college application, scholarship, internship] that I am applying for on [application deadline or date].

During my time in your [class name or subject] class, I gained invaluable insights and developed skills that I believe will support my application. [Briefly explain your experience in the class or the professor's influence on you].

The program [or opportunity] I am applying to is [describe the program/opportunity], and I believe your perspective on my [describe qualities, skills, or experiences] would provide a strong endorsement. If you are willing to assist, I would be happy to provide any additional information you might need, as well as details about the submission process. Thank you very much for considering my request.

Warm regards,

[Your Name]  
[Your Student ID (if applicable)]