

LETTER OF RECOMMENDATION REQUEST

Your Name: _____

Your Address: _____

Your Phone Number: _____

Your Email Address: _____

Professor's Name: _____

Department: _____

University: _____

Subject:

Request for Letter of Recommendation

Dear Professor,

I hope this message finds you well. I am writing to respectfully request a letter of recommendation from you. I have greatly valued your instruction and mentorship during my time at the university, particularly in your courses, and I believe your endorsement would be invaluable to my application.

The letter of recommendation would support my application for [program/job/scholarship], where I intend to highlight the skills and knowledge I gained under your guidance. If you require any additional information or materials to assist in writing the letter, please let me know.

I understand this is a significant commitment of your time, and I sincerely appreciate your consideration of my request.

Thank you very much for your support. Sincerely,

Your Printed Name

Student ID (if applicable)

REQUESTER'S SIGNATURE

PROFESSOR'S SIGNATURE

Signature: _____

Signature: _____

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