

Thank-You Letter Template for Graduate School Reference Request

Dear Professor [Last Name],

I hope this message finds you well. I am writing to sincerely thank you for agreeing to provide a reference for my graduate school application to [Program/University Name]. I deeply appreciate the time, effort, and support you are offering on my behalf.

Your endorsement is incredibly valuable to me, given your familiarity with my [academic performance/contributions/research/work ethic] during my time in your [class/lab/project]. I am confident that your perspective will greatly strengthen my application and communicate my suitability for the program.

Please let me know if there is any additional information I can provide to assist you as you prepare your recommendation. I am happy to supply my resume, statement of purpose, or details about the program and application process if needed.

Thank you again for your guidance and support. Having you as a mentor has been an invaluable part of my academic journey, and I am truly grateful for your willingness to help me take this next step.

With sincere appreciation,

[Your Name]

[Your Contact Information, if applicable]