

Subject: Thank You and Request for Graduate School Recommendation

Dear [Mentor's Name],

I hope this message finds you well. I am writing to express my deep gratitude for the guidance and support you have provided me throughout my [academic journey/research project/internship/etc.]. Your insights and encouragement have played a significant role in my growth, and I truly value all I have learned from you.

As I prepare to take the next step in my academic career by applying to graduate school, I am reaching out to ask if you would be willing to write a letter of recommendation on my behalf. Given your firsthand knowledge of my [work ethic, skills, character], I believe your recommendation would provide meaningful insight to the admissions committee.

I am eager to pursue [briefly mention your intended field or program] and continue building upon the foundation I have developed under your mentorship. If you need any additional information or materials to assist with the letter, please let me know-I am happy to provide my resume, transcripts, or details about the programs I'm applying to.

Thank you once again for your time, guidance, and support. Regardless of your decision, I am incredibly appreciative of all you have contributed to my growth.

Sincerely,
[Your Name]