

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]