

Formal Letter Requesting Academic Reference Example

This document provides a comprehensive **formal letter requesting academic reference example** to guide students and professionals in drafting a clear and polite request for academic references. It includes a courteous introduction, details about the purpose of the reference, relevant academic achievements, and a respectful closing, ensuring the letter conveys professionalism and gratitude while facilitating a positive response from the referee.

Sample Formal Letter Requesting Academic Reference

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Title/Position, e.g., Professor of Biology]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Professor [Last Name],

I hope this message finds you well. My name is [Your Name], and I had the pleasure of being a student in your [Course Name] class during the [semester/year]. I am writing to respectfully request an academic reference from you in support of my application to [specific program, scholarship, or opportunity, e.g., the Master's program in Environmental Science at XYZ University].

During your course, I [briefly mention an achievement or positive experience, e.g., "completed my final project on water conservation strategies with distinction"], and I greatly valued the insights and guidance you provided. I believe that your perspective on my academic abilities and dedication would be very beneficial to my application.

If you are able and willing to serve as a reference, I would be happy to provide any additional information you might require regarding the program or my qualifications. The deadline for submission is [date], and the reference can be sent directly to [contact details or portal information, if applicable].

Thank you very much for considering my request. I am very grateful for your time and support.

Sincerely,

[Your Name]