

Thank-You Email for Academic Reference Letter Request

Subject: Thank You for Agreeing to Provide a Reference Letter

Dear Professor [Last Name],

I hope this message finds you well. I wanted to express my sincere gratitude for agreeing to write an academic reference letter on my behalf for my [program/job/scholarship] application. I truly appreciate you taking the time out of your busy schedule to support my application.

Your mentorship and guidance have played a significant role in my academic journey, and I am honored to have your recommendation. I understand the effort required to prepare a thoughtful reference letter, and I am truly grateful for your support.

If there is any additional information or documentation you may need from me, please let me know. I am happy to provide whatever you require to assist in the process.

Thank you once again for your generosity and support. I appreciate your commitment to helping me pursue my goals.

Best regards,

[Your Full Name]

[Your Program or Department, if applicable]

[Your Contact Information]