

## Thank-You Note Template for Reference Letter Request

Dear Professor [Last Name],

I am writing to sincerely thank you for agreeing to write a reference letter on my behalf for [purpose/specific position, program, or opportunity]. I truly appreciate the time, effort, and thought you are putting into supporting my application.

Your guidance and support have been invaluable to me throughout my studies at [University/College Name], and I am honored to have your endorsement. I understand that writing such letters requires effort and commitment, so I am especially grateful for your willingness to help me in this important stage of my academic/professional journey.

Please let me know if there is any further information I can provide to assist you. Thank you once again for your kindness and support.

Sincerely,

[Your Name]

[Your Program/Department]

[Your University]

[Your Email Address]