

Sample Formal Letter to Request Reference from Professor

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

Professor [Professor's Name]
[Department Name]
[University Name]
[University Address]
[City, State, ZIP Code]

Dear Professor [Professor's Last Name],

I hope this message finds you well. I am [Your Name], a student in your [Course Name/Number] class during the [semester/year]. I am writing to respectfully request your support in providing a reference letter on my behalf for [purpose: e.g., a graduate program, a scholarship application, an internship opportunity, etc.].

I have greatly enjoyed and benefited from your guidance during the course, particularly in [mention a specific project, topic, or achievement]. My experience in your class has significantly contributed to my academic development and inspired me to pursue further opportunities in [field/area].

The reference letter would be required by [deadline date], and should be addressed to [recipient or institution, if applicable]. If you need additional information about my application or accomplishments, I would be glad to provide my resume or meet at your convenience.

Thank you very much for considering my request. Your support would greatly enhance my application, and I sincerely appreciate your time and assistance.

Sincerely,
[Your Name]