

Requesting a letter of recommendation from a professor can be a key step in pursuing further studies or career opportunities. Here are ten best sample requests for a letter of recommendation, tailored for different situations and needs.

Sample 1: For Graduate School Application

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email]
[Phone Number]
[Date]

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

Dear Professor [Professor's Last Name],

I hope this message finds you well. I am writing to kindly request a letter of recommendation for my application to [Graduate Program] at [University Name], as I believe your insight into my abilities and academic performance would be invaluable.

Having taken your [Course Name] class in [Semester/Year] and actively participated in [any relevant projects or activities], I feel you are well-acquainted with my academic capabilities and dedication to [Field of Study].

The application deadline is [Deadline Date]. If you are able to assist, I can provide any additional information you may need, including my resume, personal statement, and details about the program.

Thank you very much for considering my request.

Sincerely,

[Your Name]

Sample 2: For a Job Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Professor's Name]

[Department]

[University Name]

[Address]

[City, State, Zip Code]

Dear Professor [Professor's Last Name],

I hope you are doing well. I am reaching out to request a letter of recommendation for a job I am applying to at [Company Name], specifically for the position of [Job Title]. Your understanding of my work in [Specific Subject or Project] would provide a valuable perspective.

I believe your recommendation could greatly assist my application, highlighting my academic skills and project experience. I have attached a copy of the job description for your reference.

The letter is needed by [Deadline Date]. Please let me know if there's any other information I can provide.

Thank you very much for your time and support.

Best regards,

[Your Name]

Sample 3: For an Internship Program

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Professor's Name]

[Department]

[University Name]

[Address]

[City, State, Zip Code]

Dear Professor [Professor's Last Name],

I hope this email finds you well. I am currently applying for an internship at [Company/Organization Name] and would be honored if you could provide a letter of recommendation for me.

Having taken your classes on [Course Names] and demonstrated my [mention specific skills or projects], I believe you can attest to my suitability for this internship, which focuses on [specific area related to the internship].

The deadline for the recommendation letter submission is [Deadline Date]. I am happy to provide any further details or documents you might need.

Thank you for considering my request.

Warm regards,

[Your Name]

Sample 4: For a Scholarship Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Professor's Name]

[Department]

[University Name]

[Address]

[City, State, Zip Code]

Dear Professor [Professor's Last Name],

I am applying for the [Scholarship Name], and I would be grateful if you could provide a letter of recommendation for me. Your class on [Course Name] had a significant impact on me, and your endorsement would be highly beneficial for my application.

The scholarship focuses on students who have shown promise in [relevant field or skill], and I believe your insights on my [academic performance/projects] would be compelling.

The deadline for submission is [Deadline Date]. Please let me know if there is any additional information you need from me.

Thank you for your time and consideration.

Best wishes,

[Your Name]

Sample 5: For a Research Position

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email]
[Phone Number]
[Date]

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

Dear Professor [Professor's Last Name],

I hope this message finds you well. I am writing to ask if you would be willing to write a letter of recommendation for me. I am applying for a research position in [Field of Study] at [Institution or Company], and your support would be incredibly helpful.

Having worked under your guidance in [Research Project or Course], I believe you can effectively speak to my research abilities and dedication to the field.

The application deadline is [Deadline Date]. If you agree to this request, I can provide my resume and any other information you may need.

Thank you for considering my request.

Sincerely,

[Your Name]

Sample 6: For a Study Abroad Program

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email]
[Phone Number]
[Date]

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

Dear Professor [Professor's Last Name],

I hope all is well with you. I am planning to apply for a study abroad program in [Country/University Name], and I am writing to kindly request a letter of recommendation from you.

Your course on [Course Name] greatly influenced my decision to pursue this opportunity, and I believe your endorsement will significantly strengthen my application.

The recommendation letter is due by [Deadline Date]. I am more than willing to provide any additional information you might need to assist with this letter. Thank you very much for your time and help.

Best regards,

[Your Name]

Sample 7: For a Volunteer Opportunity

[Your Name]
[Your Address]

[City, State, Zip Code]
[Email]
[Phone Number]
[Date]

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

Dear Professor [Professor's Last Name],

I hope you are doing well. I am writing to request a letter of recommendation for a volunteer opportunity with [Organization Name]. Given your knowledge of my academic strengths and my passion for [relevant field or activity], your recommendation would be extremely valuable.

I have been actively involved in [describe relevant activities or projects], and I am excited about the opportunity to volunteer with [Organization Name], where I can further contribute and learn.

The deadline for the letter is [Deadline Date]. I can provide any additional information you may need to support this request.

Thank you for considering my request and for your ongoing support.

Sincerely,

[Your Name]

Sample 8: For a Fellowship Program

[Your Name]
[Your Address]

[City, State, Zip Code]
[Email]
[Phone Number]
[Date]

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

Dear Professor [Professor's Last Name],

I hope this message finds you well. I am in the process of applying for the [Fellowship Name], and I would be honored if you could write a letter of recommendation for me.

Your guidance in [Course Name or Project] has been instrumental in shaping my academic journey, and your endorsement would significantly support my fellowship application.

The deadline for submitting the recommendation letter is [Deadline Date]. I would be happy to provide any further information you might need.

Thank you for your time and assistance.

Kind regards,

[Your Name]

Sample 9: For a Leadership Program

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email]
[Phone Number]

[Date]

[Professor's Name]

[Department]

[University Name]

[Address]

[City, State, Zip Code]

Dear Professor [Professor's Last Name],

I hope you are doing well. I am applying to the [Leadership Program Name] and would greatly appreciate your support through a letter of recommendation.

Having been a student in your [Course Name] and actively engaged in [mention any relevant class projects or activities], I believe you can provide valuable insights into my leadership potential and skills.

The application deadline is [Deadline Date], and I am available to discuss this further or provide any additional information you may require.

Thank you very much for your consideration.

Best,

[Your Name]

Sample 10: For a Special Award or Honor

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Professor's Name]

[Department]
[University Name]
[Address]
[City, State, Zip Code]

Dear Professor [Professor's Last Name],

I am reaching out to request your assistance in nominating me for the [Award/Honor Name]. Your class on [Course Name] and your insight into my [mention specific skills or achievements] would provide a compelling recommendation for this honor.

I believe that your support would greatly enhance my application and highlight my commitment to [mention relevant field or activity].

The nomination deadline is [Deadline Date]. Please let me know if there is any other information you require for the nomination.

Thank you for your time and consideration.

Warm regards,

[Your Name]

Writing a Request for a Letter of Recommendation

- Be polite and respectful in your request.
- Clearly state the purpose of the recommendation.
- Provide specific details about the opportunity or program.

Information to Include in Your Request

1. Details about how the professor knows you (classes taken, projects worked on).
2. Why you have chosen this particular professor.
3. Any relevant deadlines and submission procedures.

Preparing for Your Request

- Attach your resume or CV for the professor's reference.
- Include a draft or outline of your application essay or statement of purpose, if applicable.
- Provide any forms or links required by the program or opportunity.

Following Up on Your Request

1. Send a gentle reminder as the deadline approaches.
2. Express gratitude whether or not the professor agrees to write the recommendation.
3. Keep the professor updated on the outcome of your application.

Expressing Gratitude

- Send a thank-you note to acknowledge the professor's time and effort.
- Show appreciation regardless of the result of your application.
- Maintain a positive relationship with the professor for future interactions.