

## Email Asking for Reference Professor

From,  
Calista Wise  
7292 Dictum Av.  
San Antonio MI 47096  
(492) 709-6392

Date: 05-02-2011

To,  
Theodore Lowe  
Ap #867-859 Sit Rd.  
Azusa New York 39531

Subject: ( \_\_\_\_\_ )

Dear Theodore Lowe,

I have been a part of your classes for the last for years in my undergraduate studies and have always actively participated in all the class discussions and projects enthusiastically, thanks to your stellar job at teaching. I really hope you feel that I have been a competent student in your classrooms and trust my capabilities so as to write a recommendation letter for my references.

I have attached a file herein that clearly states my objective to go for the specific industries that can hone my content writing and development skills and help to increase my corporate exposure.

As a part of asking you for this reference letter, I have also attached some of the project plans and thesis that we have together worked upon and my resume as well for a brief summary of my skills and qualifications.

Please intimate me your decision about going forward with writing the reference letter for me so that I can proceed with my candidature for these industries. I would be really glad to answer your queries and provide you any additional information required for completing my reference letter.

Thank you again for sparing your time to read this request from me.

Sincerely,  
(Your Signature Here)  
Calista Wise

