

Formal graduate school recommendation request

Subject: Graduate School Recommendation Request

Dear [Professor/Dr. Last Name],

I am applying to [University Name] for [Program Name] and would be honored if you could write a letter of recommendation for me. Your supervision in [course, research, project] has greatly shaped my academic development.

Please let me know if you need any supporting documents, such as my CV, personal statement, or transcripts. The submission deadline is [date].

Thank you for your time and support.

Best regards,

[Your Name]

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