

Recommendation Letter From Professor

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Professor's Name]

[Professor's Title]

[Department Name]

[University Name]

[University Address]

[City, State, ZIP Code]

Dear Professor [Professor's Last Name],

I hope this letter finds you in good health and high spirits. I am writing to request a recommendation letter from you as I embark on the next phase of my academic journey and professional pursuits.

I have had the privilege of being your student during [mention the period or specific course] at [University Name], and I must express my utmost gratitude for the invaluable knowledge and guidance you have provided me throughout my time under your tutelage. Your passion for the subject matter and dedication to fostering a stimulating learning environment have left a lasting impression on me.

I am applying to [mention the purpose of the application, e.g., graduate school, internship, job position], and I believe that your commendation of my academic abilities, work ethic, and character would greatly enhance my application. Your firsthand experience with my academic performance and your insights into my potential for growth would undoubtedly add weight to my application.

If you would be kind enough to write this recommendation letter on my behalf, I would be thrilled to

provide you with any additional information or materials that might aid in composing the letter. These could include my resume, transcripts, specific achievements, or any notable projects I have undertaken.

The deadline for submission of the recommendation letter is [mention the deadline date], and if possible, I would be grateful to receive the letter a few days prior to that date to ensure timely submission of my application.

Thank you for considering my request. I understand that your time is valuable, and I sincerely appreciate your willingness to support me in this endeavor. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or have any questions.

Once again, thank you for your unwavering commitment to your students and for being a source of inspiration to me. I look forward to hearing from you and hope to continue making you proud in my future academic and professional pursuits.

Sincerely,

[Your Full Name]