Email requesting a letter of recommendation or reference

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

Subject: Request for a recommendation letter - [Your Name]

Dear [Professor / Mr. / Ms. Surname],

I hope you are well. I was a student in your [Course Name] class in [Year] and worked with you on [project or paper]. I am writing to ask whether you would be willing to write a letter of recommendation for my application to [Programme / Job / Scholarship] at [Institution / Company].

The deadline is [Date], and the letter should be submitted [by email to / through the online portal at] [Contact or Link]. I have attached my resume and a short note on my goals, and below are a few points that may help:
- The [project] where I [what you did]
- My grade or result in your course: [result]

If you are not able to write the letter at this time, I fully understand. Thank you for considering my request, and for your guidance during my time at [Institution].

With regards,
[Your Name]
[Phone] | [Email]