



## Email to Request a Recommendation

**Subject:** Request for Letter of Recommendation

Dear Professor [Last Name],

I hope you are doing well. I am applying to graduate programs for Fall 2027 and would be honored if you would be willing to write me a strong letter of recommendation.

I greatly valued your mentorship in [course/project/research], particularly when I worked on [brief reminder of your work or achievement]. Your guidance had a significant impact on my academic development and professional direction.

I am applying to the following programs:

- [University 1 — Program — Deadline]
- [University 2 — Program — Deadline]
- [University 3 — Program — Deadline]

To make this easier for you, I have attached a recommendation packet that includes my CV, transcript, draft statement of purpose, and a summary of my accomplishments in your course/lab.

If you are willing to support my application, I would be deeply grateful. Please let me know if you need any additional information from me.

Thank you very much for your time and mentorship.

Sincerely,

[Your Full Name]

[Current Institution / Job]

[Email]

[LinkedIn / Google Scholar, if applicable]

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