

[Your Name]
[Your Student ID Number]
[Your Email Address]
[Your Phone Number]
[Date]

[Advisor's Full Name]
[Department Name]
[University Name]

Dear [Professor/Dr./Mr./Ms. Last Name],

I am writing to respectfully ask if you would be willing to provide a letter of recommendation for my application to [Name of Program/Scholarship/Graduate School]. As my academic advisor, you have a unique perspective on my progress and goals during my time at [University Name].

I have valued your guidance, particularly regarding [mention a specific conversation, a course you took with them, or a project they oversaw]. I believe your endorsement would greatly strengthen my application because of your familiarity with my academic record and my interest in [mention your field of study].

I have attached my current resume, my personal statement, and my unofficial transcript to assist you in writing the letter. The deadline for submission is [Date].

Please let me know if you require any additional information or if you would like to meet briefly to discuss my aspirations further. Thank you for your time and for all the support you have provided during my academic career.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]