

Subject: Reference Request - [Applicant Name]

Dear Professor [Professor's Last Name],

I hope this email finds you well.

I am writing to ask if you would be willing to provide a character reference for [Applicant Name], who is currently applying for [Name of Program/Job/Scholarship].

[Applicant Name] was a student in your [Course Name] class during the [Semester/Year] term. They believe your perspective on their academic performance and personal integrity would be a valuable addition to their application.

The deadline for the submission is [Date]. If you are able to provide this reference, please let us know if you require any further information, such as a resume or a personal statement.

Thank you for your time and for all you do for your students.

Best regards,

[Your Name]

[Your Title/Organization]