

Academic Program Referral Request

Subject: Request for Academic Referral - [Program Name] Application

Dear Professor [Name],

I hope you are having a wonderful semester. I am writing to request your support for my application to [program name] at [institution name].

As my professor for [course name] and supervisor for [research project/thesis], you have had the opportunity to observe my academic capabilities, research skills, and dedication to [field of study]. Your course on [specific topic] was particularly influential in shaping my research interests and career aspirations.

The [program name] focuses on [program description], which directly relates to the work we discussed regarding [specific academic topic/research area]. I believe my research on [your research topic] and the methodological approaches we explored in your class have prepared me well for this advanced study.

I would be deeply grateful if you would consider writing a letter of recommendation that speaks to my academic performance, research potential, and suitability for graduate study in [field]. I have maintained a [GPA] average and am particularly proud of my work on [specific academic achievement].

I have attached my academic transcript, personal statement, and research proposal for your review. The application deadline is [date], so I would need the recommendation submitted by [earlier date if applicable].

Thank you very much for your time and consideration. Your mentorship has been invaluable to my academic development.

Sincerely,

[Your Name]

[Student ID if applicable]

[Contact Information]

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