

Casual recommendation request email

Subject: Request for Recommendation Letter

Hi [Mentor's Name],

I hope you're doing well! I'm applying to [University Name] for [Program Name], and I was wondering if you'd be willing to write me a recommendation letter. Having worked closely with you during [project/course], I believe your perspective on my work ethic and progress would be valuable to the admissions committee.

I can share my academic transcript, resume, or any other details you might need. The submission deadline is [date]. Thank you so much for considering this request—it means a lot to me!

Warm regards,

[Your Name]

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