

Student Academic Testimonial Request Letter

Subject: Request for Academic Recommendation Letter

Dear Professor [Name],

I hope you are doing well. I am writing to request a letter of recommendation as I apply for [graduate program/scholarship/internship] at [institution/organization].

Having completed your [course name] with distinction, I believe you can speak to my academic abilities, work ethic, and potential for success in [field of study]. The application deadline is [date], and the letter should address my analytical skills, participation in class discussions, and research capabilities.

I have attached my resume, transcript, and a brief statement of purpose to help you craft the recommendation. If you need any additional information or would prefer to discuss this in person, please let me know.

I understand you have many commitments, so please let me know if you're able to provide this recommendation by [date].

Thank you for your time and consideration.

Respectfully yours,

[Your Name]

[Student ID]

[Contact Information]

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