

Email to a Professor about Requesting a Letter of Recommendation**Subject:** Letter of Recommendation Request

Dear Professor Anastasia,

I hope all is well. I am contacting you to request a letter of recommendation for my application to University of Illinois Urbana-Champaign. I believe I did well in this class which is why I'm specifically asking you for a letter. I learned many methods in your class like the CMAPP method which has helped me in other difficult courses, so having your perspective on my academic growth is helpful. I believe you have the strongest professional writing skills.

The letter must be sent by email by November 1, 2025, which is the application deadline. I would be pleased to supply any further information you would require to complete the letter, including my personal statement or other specifics, if you agree to write the recommendation.

Thank you very much for your time and for considering my request. Again, please contact me and let me know if you have any questions or need any more information about my application.

Thank you,
Chloe Sedin