*Hi Professor \_\_\_\_\_\_\_\_\_\_,*

*I hope you are doing well with the start of the semester! I’m writing because I am currently applying for [INSERT GRADUATE PROGRAM TYPE] to begin in [INSERT SEMESTER AND YEAR]. The schools I am applying to include:*

* *School 1*
* *School 2*
* *School 3*

*(link programs to text above)*

*Due to [insert information about how you know them / how you’ve worked with them in the past], I was wondering if you would be willing to write me a letter of recommendation for the schools above. If so, I’ll provide you with due dates, a sample personal statement, and my resume.*

*Please let me know if you have any questions! I’m more than happy to meet with you in person as well to chat!*

*Sincerely,*

*Typed Name*