

## Example Email to Request a Reference Letter

**Subject-** Reference Letter Request

Dear Dr. Mark Swanson,

I was a student in your Genetic course during the Fall of 2007. While the lecture was challenging, I really enjoyed the laboratory component of the course, especially being able to identify novel genes expressed in bacteria collected at the Brine Spill Site. Taking your course inspired me to pursue research as an undergraduate.

I am currently applying for an undergraduate summer research program at Louisiana State University sponsored through the Louisiana Biomedical Research Network (LBRN). This will be a 12-week paid research experience. The program will also provide housing, so I will be able to do research full time without having to work another job. I need to submit 3 letters of recommendation as part of my application. Because you have encouraged me to do undergraduate research in order to go to graduate school, I wanted to ask you to write a letter of recommendation for me. The letter would be due on March 1, 2008 and will need to be uploaded directly to the LBRN website.

If you would like to meet to discuss this more, please let me know. I also will send my CV and any other material you may need. Thank you very much for your consideration.

Thanks again,

Anna Marie Miller  
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