**Email Template to Request a Reference Letter**

**Subject**- Reference Letter Request

Dear (Profession Title i.e. Dr., Professor, Coach, Rabbi, Mr.) (First and Last Name),

I was (start with how you know them i.e. a student in your Introduction to Modern Biology course) during the (give the time frame i.e. Fall of 2021). (Remind them something about your experience i.e. While the course was very challenging for me, I enjoyed learning about ….) (If applicable, make a connection to the program you are applying for i.e. Taking your course inspired me to pursue undergraduate research).

I am currently applying for the ENSURE program at UTD, which is (describe the program in your own words). Participating in the program will allow me to (say why you want to be a part of the ENSURE program). I need to submit 2 letters of recommendation as part of my application. Because (tell them why you think they would be best person to write a letter for you), I wanted to ask you to write a letter of recommendation for me. The letter would be due on March 1, 2022 and would need to be submitted by electronically through Qualtrics. If you are able to write a letter for me, then you will receive an email from Qualtrics to submit a reference once I submit my application.

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.

Sincerely (or Thanks again),

Your First and Last Name

Email address