

Dear Dr. X,

I hope this message finds you well. I wanted to take a moment to thank you for the opportunity to work with you in [blank capacity]. In particular, I found [X] to be an especially enriching part of that experience.

I'm reaching out to inquire if you would be willing to write a letter of recommendation for my upcoming PhD applications. I'm applying to the following schools and faculty members:

- School X, Professor X, Due Date
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It would be an honor to have your support. I believe you could particularly speak to my [blank], which would be valuable for my applications.

To help expedite the process, I've included a list of the projects and achievements I've completed under your mentorship below.

Please let me know if you would be able to write the letter. I understand how busy you are, and I deeply appreciate any time you can dedicate to supporting my research career.

Sincerely,

[Your Name]