Subject: Request for a letter of recommendation: M.Sc. applications to Germany

Dear Dr [Name],

I hope you are well. I was in your Control Systems class in 2022–23, and you guided my final-year project on vibration monitoring for the workshop pump.

I am applying for Master’s programmes in [field] in Germany for the winter semester [year], and I would be grateful if you could write a letter of recommendation for me. You know my project work better than anyone, and the programmes ask for a referee who can speak about it.

The first deadline is [date]. Most universities ask for a signed letter on letterhead as a PDF, which I upload with my application; two ask referees to upload it themselves through a link I would send you. I have attached my CV, the list of programmes with deadlines, and my draft motivation letter.

I would be happy to meet you at a time that suits you. Thank you very much for considering this.

Kind regards,
Ananya Rao
B.Tech Mechanical Engineering, batch of 2024
+91 98xxx xxxxx

Sample from abroad.ambiful.com. The people are invented; write your own letter, do not copy this one.