

Subject: Request for Recommendation Letter

Dear [Recipient's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a recommendation letter for me. I am applying for [specific program/job/scholarship] and believe that your insight into my work and character would greatly strengthen my application.

If you are able to assist, I can provide you with my resume, details about the program/job, and any specific points you might consider including. The deadline for submission is [insert deadline], and the letter can be sent directly to [provide submission details if applicable].

Thank you very much for considering my request. I appreciate your support.

Best regards,

[Your Name]

[Your Contact Information]

[Your Position/Relationship to Recipient]