

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you for [specific purpose, e.g., graduate school, a job application, etc.].

During my time at [your relationship to the person, e.g., "as your student in the XYZ course"], I learned a great deal and appreciated the insights you provided on [specific topics/examples]. I believe that your perspective on my [skills, work ethic, accomplishments] would greatly strengthen my application.

The deadline for submitting the recommendation is [date]. If you agree, I would be happy to provide any further details or materials that might be helpful, such as my resume or information about the opportunity.

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

Best regards,

[Your Name]