

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[Department]  
Bowling Green State University  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a letter of recommendation from you for [specific purpose, e.g., graduate school, a scholarship, a job application]. I have thoroughly enjoyed and benefited from [specific class or experience] with you, and I believe that your perspective on my skills and experiences would greatly enhance my application.

I am particularly interested in [briefly describe your goals or what you are applying for], and I feel that your insights into my [relevant skills, qualities, or experiences] would provide valuable support.

If you are willing to assist me with this, I would be more than happy to provide any additional information you may need, such as my resume or details about the opportunity. The deadline for submission is [insert date], and it can be sent to [provide submission details].

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

Best regards,

[Your Name]

[Your Student ID (if applicable)]