

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's 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 opportunity, e.g., graduate school, job application, etc.].

[Briefly mention your relationship with the recipient and any relevant experiences or projects you worked on together.]

I believe your insight into my [skills, contributions, etc.] would provide a valuable perspective to the selection committee/employer. The deadline for submission is [date], and I can provide any additional information you may need to assist with the letter.

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

Warm regards,

[Your Name]