

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[School/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a recommendation for my application to [specific program, school, or opportunity] within the DC Public Schools system. I believe that your insights into my [skills, experiences, or relationship to the recipient] would provide a valuable perspective to the selection committee.

During my time at [specific school or program], I have had the privilege of [briefly describe your experience, achievements, and any relevant involvement]. I am particularly passionate about [mention your interests or goals related to the opportunity], and I believe that your endorsement would greatly enhance my application.

If you are able to assist, I would be happy to provide any additional information or specific points you might want to highlight in your recommendation. The deadline for submission is [insert date], and I would be grateful for your support.

Thank you for considering my request. I appreciate your time and support.
Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your School/Organization, if applicable]