

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

[Recipient's Name]
[Recipient's Title/Position]
[Institution/Organization Name]
[Institution/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, job application, scholarship, etc.]. I have greatly enjoyed [specific experience or project you shared with the recipient] and believe that you could provide valuable insight into my [skills, character, accomplishments, etc.].

The deadline for submission is [deadline date], and the letter can be sent to [details on how to send - email, online portal, mail, etc.]. If you would prefer a different method for submission or need any additional information, please let me know.

I appreciate your consideration of my request, and I am happy to provide any materials you may need, such as my resume or information about the opportunity. Thank you very much for your time and support.

Warm regards,

[Your Name]
[Your Program/Position] (if applicable)
[Your Institution/Organization] (if applicable)