

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Professor/Doctor's Name]
[Department/School Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Professor/Doctor's Last Name],

I hope this message finds you well. I am writing to request a letter of recommendation for [specify the opportunity, e.g., graduate school, scholarship, job application] that I am applying to [provide any deadlines, if applicable].

During my time in your [class/research/project] on [specific topic], I greatly appreciated your guidance and support. I learned a lot about [specific skills or knowledge gained], and I believe your insight into my abilities would provide valuable context for my application.

If you agree to write this recommendation, I can provide you with [resume/CV, details about the program/job, and any specific points to highlight]. Please let me know if you would be comfortable writing this letter by [deadline].

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

Sincerely,
[Your Name]