

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a letter of recommendation for [specific purpose: e.g., graduate school, job application, scholarship, etc.]. I have enjoyed [describe your relationship, e.g., taking your class, working under your supervision] during my time at [Institution/Organization], and I believe your insights into my abilities and character would greatly enhance my application. As you may recall, [briefly mention specific experiences or achievements related to the recommendation, e.g., projects or contributions in your class, work ethics, skills, etc.]. I am aiming to [explain your goals and reasons for the request, e.g., apply for a specific program or position], and your perspective would be invaluable.

The deadline for submission is [date], and I would be happy to provide any additional information that could assist you in writing the letter. Please let me know if you require specific details or if there are forms needed for the submission.

Thank you very much for considering my request. I greatly appreciate your support and guidance.

Sincerely,

[Your Name]

[Your Program/Position]