[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Professor/Dr. Name]
[Title]
[Department]
[University/Organization Name]
[Address]
[City, State, Zip Code]
Dear [Professor/Dr. Last Name],
I hope this message finds you well. I am writing to kindly request a letter of recommendation from you for [specific purpose, e.g., graduate school application, job application, scholarship, etc.]. I have greatly valued your support and guidance during [specific course, project, or experience] and believe your insights would provide a meaningful perspective on my abilities and potential.
I am applying to [briefly describe the program, position, or opportunity], which I believe aligns well with my aspirations and skills. The deadline for submission is [insert date], and I would be happy to provide any additional information or materials you may need to assist in writing the letter.
Thank you very much for considering my request. I genuinely appreciate your time and support.
Warm regards,
[Your Name]
[Your Degree/Position, if applicable]