

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution/Organization]  
[Recipient's 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., a graduate program, job application, scholarship, etc.]. I have always valued your guidance and support during my time at [mention context, e.g., school, work, etc.], and I believe your insights would greatly enhance my application. During my time in [specific context or project], I [mention specific experiences or qualities that relate to your request]. I feel that these experiences, combined with your perspective on my abilities, would make for a compelling recommendation.

If you're willing to assist me with this, I would be happy to provide any additional information you may need, such as my resume or details about the opportunity I am pursuing. The deadline for submission is [date], and the letter can be sent to [provide instructions for submission].

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

Warm regards,  
[Your Name]