

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a letter of recommendation from you for [specific opportunity, e.g., a job application, graduate school, etc.].

[Briefly explain your relationship with the recipient, e.g., how you know them, the context in which you worked together, etc.]

I believe that your insights and perspective on my [skills, experiences, work ethic, etc.] would provide a strong testament to my qualifications. Specifically, I would appreciate it if you could highlight [specific skills, achievements, or experiences relevant to the opportunity].

The deadline for submission is [date], and the letter can be sent to [provide details on how to submit the letter]. If you need any more information or if there's anything I can provide to assist you, please let me know.

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

Sincerely,

[Your Name]