

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient'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 as I prepare to [apply for a position, graduate program, scholarship, etc.].

[Briefly explain your relationship with the recipient and the context (e.g., a class you took with them, a project you collaborated on, etc.).]

I believe that your insights into my [academic abilities, work ethic, skills, etc.] would greatly enhance my application. Specifically, I would appreciate it if you could highlight [specific skills, experiences, or achievements] that you think would be relevant.

If you agree to assist me with this request, I would be happy to provide any additional information you may need, including my [resume, details about the opportunity, deadline for submission, etc.].

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

Sincerely,  
[Your Name]