

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[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., graduate school application, job application, scholarship, etc.].

As you know, I have [briefly describe your relationship, e.g., worked under your supervision, taken your class, etc.] during [time period, e.g., last semester, my internship, etc.], and I truly appreciate the guidance and support you have provided me. I believe that your insights into my [skills, achievements, qualities] would greatly strengthen my application.

The deadline for submission is [insert date], and the letter can be sent to [provide submission details, e.g., an address, online portal, email, etc.]. I am happy to provide any additional information you may need to assist in writing the letter.

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

Warm regards,

[Your Name]
[Your Degree/Program, if applicable]
[Your Student ID, if applicable]