

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Professor/Recipient's Name]
[Title/Position]
[Department/Institution]
[Address]
[City, State, Zip Code]

Dear [Professor/Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation for [specific opportunity, e.g., graduate school, scholarship, job position] that I am applying for.

[Explain your relationship to the professor/recipient, including how you know them and any relevant experiences you shared.]

[Discuss your goals and why you are pursuing this opportunity. Mention any specific achievements, projects, or skills that are relevant to the application.]

I believe that your perspective on my [mention specific abilities or skills] would provide a valuable insight into my qualifications for this [opportunity].

The deadline for submitting the letter is [date]. If you agree to write this letter, I would be happy to provide any additional information you may need.

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

Sincerely,

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