

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Institution/Organization Name]
[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 purpose, e.g., graduate school application, job application, scholarship, etc.]. Having had the opportunity to work with you on [mention specific project, course, or experience], I believe you can provide a meaningful perspective on my [skills, character, experiences, etc.]. Your insight would greatly enhance my application, as I am eager to [briefly explain your goals and aspirations].

I understand you have a busy schedule, and I truly appreciate your consideration of my request. If you agree, I would be happy to provide any additional information or context that might assist you in writing the letter. The deadline for submission is [insert date], and I can send you any necessary details or forms.

Thank you very much for considering my request. I greatly value your support and guidance.

Warm regards,
[Your Name]