

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to respectfully request a Letter of Recommendation from you for [specific purpose, e.g., graduate school application, job application, etc.].

I have greatly appreciated the opportunity to [mention your relationship, e.g., work together, take your class, etc.] during [specific time frame or project], where I developed skills in [mention relevant skills or experiences]. I believe your insight into my [specific qualities or accomplishments] would provide a valuable perspective.

The deadline for submission is [insert deadline], and it would be greatly appreciated if you could submit it by then. If you agree, I would be happy to provide more information about the opportunity and my relevant experiences.

Thank you very much for considering my request. I look forward to your response.

Sincerely,

[Your Name]