

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/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., a graduate program, job application, scholarship, etc.]. I have greatly valued our time working together in [context, e.g., during my internship at XYZ Company, as your student in ABC course, etc.], and I believe your insights on my skills and experiences would provide a compelling perspective to the [admissions committee, hiring manager, etc.].

The deadline for submission is [date], and the letter can be submitted [include submission details, e.g., via email, online portal, etc.]. I have attached my resume and a brief outline of my accomplishments and goals for your reference.

Thank you very much for considering my request. I genuinely appreciate your support and guidance, and I look forward to your affirmative response.

Warm regards,
[Your Name]