

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request a good conduct letter for [Name of Individual] who has [briefly describe the individual's relationship to you or your organization].

[Provide details about the individual's conduct, behavior, or contributions during the specified time period. Include specific examples that illustrate their positive attributes and character.]

This good conduct letter will be beneficial for [mention the purpose of the letter, e.g., job application, scholarship, immigration process, etc.].

Thank you for considering this request. I appreciate your time and assistance in providing this letter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]