

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

[Recipient's Name]  
[Recipient's Title]  
[Institution/Organization Name]  
[Institution/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a good conduct letter on behalf of [Name of the individual requesting the letter, if applicable].

[Paragraph 1: Briefly introduce yourself and your relationship to the individual, if applicable. Mention the purpose of the good conduct letter and its importance to the individual.]

[Paragraph 2: Describe the individual's character, conduct, and any relevant experiences or achievements. Highlight specific examples that demonstrate their good conduct and integrity.]

[Paragraph 3: Optionally, provide information about the context in which the good conduct letter will be used (e.g., for a job application, school admission, etc.).]

I appreciate your consideration of this request. If you need any further information or details, please feel free to contact me.

Thank you for your time and assistance.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Relationship to the Individual, if applicable]