

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

Dear [Recipient's Name],

I am writing to formally request a letter of good conduct in relation to my [reason for request, e.g., job application, visa application, etc.]. I have been [describe your relationship with the recipient, e.g., an employee, a student] at [organization/institution name] from [start date] to [end date].

During my time at [organization/institution name], I have [briefly describe achievements, qualities, or relevant experiences]. I believe this letter would significantly support my [mention purpose of letter, e.g., application].

If you require any additional information or if there are forms I need to fill out, please do not hesitate to reach out. I appreciate your time and consideration.

Thank you for your assistance.

Sincerely,
[Your Name]