

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

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

Dear [Recipient Name],

Subject: Letter of Good Conduct

I am writing to formally request a letter of good conduct that verifies my moral character and conduct during my time at [Institution/Organization Name].

**\*\*Introduction\*\***

- Briefly introduce yourself.
- State the purpose of the letter.

**\*\*Body\*\***

- Provide relevant background about your conduct.
- Mention any significant accomplishments or contributions.
- Discuss any relevant experiences that demonstrate good character.

**\*\*Conclusion\*\***

- Reiterate your request for the letter.
- Thank the recipient for considering your request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]