

[Your Name]  
[Your Title/Position]  
[Your Institution/Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Recipient Institution/Organization]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request a letter of recommendation for [specific purpose, e.g., graduate school, job application, etc.] for [Applicant's Name].

[Provide a brief introduction of the applicant and your relationship to them, including relevant context about the applicant's skills, accomplishments, and qualifications.]

[Elaborate on specific skills, experiences, or projects that highlight the applicant's strengths. Mention any notable achievements or contributions that would support their application.]

I believe that [Applicant's Name] would greatly benefit from your insight and perspective due to [specific reason related to the recipient's expertise]. Your support would be invaluable in helping them achieve [specific goal or opportunity].

If you agree to write this recommendation, please let me know if you need any additional information or if you would like to discuss this further. The deadline for submission is [due date].

Thank you very much for considering this request. I appreciate your time and support.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution/Organization]