

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you for [specific purpose, e.g., graduate school application, internship, job opportunity].

I have had the pleasure of [describe your relationship, e.g., taking your class, working with you on a project, etc.], and I believe that your insights into my [skills, work ethic, accomplishments] would greatly enhance my application.

The deadline for submission is [insert deadline], and I would be happy to provide any additional information or materials that you might need to assist with the recommendation.

Thank you very much for considering my request. I greatly appreciate your support and guidance.

Warm regards,

[Your Name]
[Your Student ID (if applicable)]
[Your Program/Department]