

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Name of the LDS Temple]  
[Temple Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit my [specific request, application, or purpose related to the temple, e.g., recommend request, volunteer application, etc.].

As a member of The Church of Jesus Christ of Latter-day Saints, I understand the significance of the temple and its sacred ordinances. I have prayed and prepared for this opportunity, and I am eager to participate in [specific details related to your request].

[Provide any additional details, background, or specific information relevant to your submission.]

Thank you for considering my request. I look forward to your response.  
Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Membership Record Number (if applicable)]