

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

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

Dear [Recipient's Name],

I am writing to formally request [state the purpose of the letter, e.g., a reference letter, application for a position, etc.]. I am currently [your current position or status, e.g., a graduate student at XYZ University] and have been involved in [briefly describe your academic work or projects relevant to the request].

[Insert a paragraph detailing your accomplishments, skills, or experiences that are relevant to the request. Highlight any specific projects, courses, or research that may be pertinent.]

I believe that your [mention the recipient's expertise or relationship to you] would provide a valuable perspective, and I would greatly appreciate your support in [restate the purpose, e.g., writing a recommendation, considering my application, etc.].

Thank you for considering my request. I understand that your time is valuable, and I am grateful for any assistance you can provide. Please let me know if you need any further information or if you would prefer to discuss this in person or over the phone.

Sincerely,

[Your Name]  
[Your Degree Program, if applicable]  
[Your University or Institution, if applicable]