

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a letter of recommendation from you for [specific purpose - e.g., an application for a graduate program, a job application, etc.].

During my time at [mention how you know the recommender - e.g., as your professor, supervisor, etc.] while pursuing [your degree/position], I [briefly describe an experience or quality that makes you a suitable candidate].

I believe your perspective on my [skills, qualities, or experiences relevant to the application] would greatly enhance my application. I am particularly interested in this opportunity because [mention why this opportunity is important to you].

If you agree to write this letter, I would be happy to provide any additional information that might assist you. The deadline for submission is [insert deadline].

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

Sincerely,

[Your Name]