

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

[Date]
[Recipient's Name]
[Title]
[Department]

[University Name]
[University 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 for my application to the [specific program/degree] at [University Name] for the [academic year/term].

Having had the pleasure of [describe your relationship with the recipient, e.g., taking their class, working on a project], I believe you can provide valuable insight into my [skills, work ethic, character, etc.].

The deadline for submitting the recommendation is [insert date]. If you agree to assist me with this, I would be more than happy to provide any additional information needed, including my resume and details about the program.

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

Warm regards,
[Your Name]