

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a letter of recommendation from you as I pursue [specific opportunity, e.g., a job, graduate school, scholarship, etc.].

During my time at [mention any relevant context, e.g., previous employment, educational experience, etc.], I had the pleasure of working closely with you on [specific project, task, or responsibility]. I believe that your insights into my skills and experiences would greatly enhance my application.

The deadline for submission is [insert date], and I would be happy to provide any additional information or materials you might need to assist in writing the letter.

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

Sincerely,
[Your Name]