

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in great spirits. I wanted to reach out and express my gratitude for all the support you have provided me in the past. Your kindness has truly made a difference in my life.

I am writing to ask for a few extra favors, which I hope you might consider. [Briefly describe the favors you need and any relevant context or reasons why you are asking for them.]

I understand that this is an additional request, and I greatly appreciate your time and consideration. If you are unable to assist, I completely understand, and I am thankful for all your help thus far.

Thank you very much for considering my request. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Phone Number]