

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

[Recipient Name]
[Recipient Title]
[Recipient Institution]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request your support for my academic pursuits as I prepare for [specific program, project, internship, etc.].

As you might remember, during my time in [specific course, research project, or relevant experience], I had the opportunity to work on [briefly describe your work and its significance]. This experience not only enhanced my knowledge but also solidified my desire to pursue [specific field or career pathway].

To further my education, I am applying to [specific program, internship, scholarship, etc.], which requires a [mention the type of recommendation or support needed]. Your insights into my [mention qualities or skills] would tremendously bolster my application and provide the selection committee with a more comprehensive understanding of my capabilities.

I greatly appreciate your consideration of my request. Please let me know if you need any additional information or if there's a convenient time to discuss this further. I hope to hear from you soon.

Thank you very much for your time and support.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]