

```xml John Doe

*123 Academic Lane*

College Town CA 12345 johndoe@email.com Dr. Jane Smith University of Education

*456 University Ave*

College Town CA 54321 2023-10-01 Request for Recommendation

Dear Dr. Smith, I hope this message finds you well. I am writing to request your support in providing a letter of recommendation for my graduate school application. During my time in your class, I gained invaluable insights and skills that I believe will be beneficial in my future studies. Your guidance has greatly influenced my academic journey. Thank you for considering my request. I appreciate your time and support. Sincerely, John Doe