

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization]
[Recipient's 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 from you as I [briefly explain purpose, e.g., "apply for graduate school" or "seek a new job opportunity"].

During my time at [where you worked/studied together], I [mention any specific project, achievement, or experience relevant to the request]. I believe that your insights into my skills and dedication would provide a strong endorsement for my application.

The deadline for submission is [deadline date], and I can provide any additional information you may need to assist in writing the recommendation letter.

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

Best regards,

[Your Name]