

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

During [mention the time period or experience you had with them], I greatly valued your mentorship and support. [Briefly explain what you learned or achieved under their guidance]. I believe that your insight into my [skills, work ethic, accomplishments] would provide a strong and credible endorsement.

The deadline for submitting the recommendation letter is [date]. If you agree to assist me, I would be glad to provide you with any additional information you might need regarding the opportunity, as well as a summary of my recent accomplishments and goals.

Thank you very much for considering my request. I truly appreciate your time and support. Please let me know if you are able to assist me with this.

Sincerely,

[Your Name]