

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to respectfully request your endorsement as I apply for admission to [specific graduate program] at [institution name]. Your guidance and expertise in [specific field] have significantly influenced my academic journey, and your support would be invaluable in my pursuit of further studies.

Throughout my time in [mention relevant coursework, research, or experiences], I have developed a strong foundation in [describe skills or knowledge relevant to the program]. I believe that your insight into my capabilities and dedication would provide a meaningful perspective to the admissions committee.

Should you agree to endorse my application, I would be more than happy to provide you with additional information or discuss this further at your convenience. I appreciate your consideration of my request and hope to hear from you soon.

Thank you very much for your time and support.

Sincerely,
[Your Name]