

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

[Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a letter of recommendation as I apply for a postdoctoral position at [Institution/Organization Name]. My research focuses on [briefly describe your research area], and I believe this opportunity will greatly enhance my career trajectory.

Having had the pleasure of working with you on [mention any specific project or context], I believe you can provide valuable insight into my skills and contributions. Your support in this matter would be invaluable and deeply appreciated.

I am happy to provide any further information or materials you might need to assist with the letter. The deadline for submission is [insert deadline], and the letter can be sent directly to [provide submission details].

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

Sincerely,  
[Your Name]