

Request for Letter of Recommendation

Dear [Advisor's Name],

I hope this message finds you well. I am reaching out to request a letter of recommendation as I prepare to apply to medical school. I have greatly appreciated your guidance and support throughout my academic journey, and I believe your insights into my strengths would provide valuable context to my application.

The deadline for submission is [insert deadline date], and the letter can be submitted directly to [insert submission method, e.g., an online portal or email]. If you agree to assist me with this, I would be happy to provide any additional information, such as my resume or details about the programs I am applying to.

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

Sincerely,
[Your Name]
[Your Contact Information]