

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a reference for my law school application. As you know, I am very passionate about pursuing a career in law, and I believe that your insight into my skills and character would greatly enhance my application.

During our time together at [mention any relevant experience, course, or position], I had the opportunity to [briefly describe your experience or relationship with the recipient]. Your support and guidance have had a significant impact on my academic and professional journey, which is why I thought of you for my reference.

The application deadline is [insert deadline], and I would be happy to provide any additional information or materials you may need to assist you in writing the letter. I truly appreciate your consideration of my request, and I am grateful for any support you can provide in this important step of my career.

Thank you very much for your time and assistance.

Sincerely,
[Your Name]