

Request for Recommendation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your recommendation for my research project titled "[Project Title]." I am currently [briefly describe your current position/role and institution] and am seeking your support as I pursue this important research initiative.

The project aims to [provide a brief overview of the research project and its significance]. Given your expertise in [mention relevant field or subject], your endorsement would greatly enhance my application and contribute to the project's credibility.

If you agree to assist me, I would be happy to provide additional information about the project and discuss how your insights could be valuable. I greatly appreciate your consideration and would be grateful for your support.

Thank you for your time, and I look forward to your positive response.

Sincerely,

[Your Name]