

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a recommendation for my research study titled "[Title of Research Study]" which aims to [brief description of the study's purpose].

Your expertise in [mention relevant experience or field] would greatly enhance the credibility of my work. I believe that your perspective would provide invaluable insights that would contribute to the success of my study.

I would be grateful if you could share your recommendation by [insert deadline]. I understand your time is precious, and I truly appreciate any effort you can make in this regard.

Thank you for considering my request. Please let me know if you require any further information or if we can discuss this in detail.

Sincerely,

[Your Name]