

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Peer's Name]

[Peer's Address]

[City, State, Zip Code]

Dear [Peer's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to write a letter of recommendation for me as I apply for a global study opportunity at [Program/University Name]. Your insight into my skills and experiences would greatly enhance my application.

During our time working together on [mention any relevant project or course], I believe you have seen firsthand my passion for [your field of study], as well as my commitment to [any relevant skills or attributes]. I think your perspective would be incredibly valuable to the selection committee, especially in highlighting my strengths in [specific areas].

The deadline for submission is [mention date], and I would be happy to provide any additional information you may need, including details about the program and my application objectives.

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

Best regards,

[Your Name]