

Dear [Student's Name],

Thank you for reaching out and requesting a letter of recommendation for your [specific program/job]. I truly appreciate your trust in me to support your application.

I would be happy to provide a recommendation. Please send me any relevant information regarding the program and your achievements that you would like me to highlight. Additionally, if there is a deadline for submitting this letter, please let me know.

Best regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]