

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you as I am applying to the [Specific Forestry Program Name] at [University/College Name]. I believe your insights into my skills and experiences will be invaluable for my application.

During my time at [Your Institution/Organization], I had the pleasure of working under your guidance in [specific project or experience], which deepened my interest in forestry and environmental sustainability. I feel that your perspective on my capabilities in [list relevant skills or qualities] would provide a strong endorsement for my application.

The deadline for submission is [Insert Deadline], and I would be happy to provide any additional information you need to assist in writing the letter. Thank you for considering my request. I greatly appreciate your support.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]