

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation for my upcoming presentation at the [Conference Name], scheduled to take place on [Conference Dates]. I am excited to share my research on [Brief Description of Research Topic] and believe that your endorsement would greatly enhance my chances of being selected.

As you may recall, during my time at [Institution/Organization], I [mention any relevant experience or projects related to the research]. Your insight and support have been invaluable to my development as a researcher, and I would be honored to have your recommendation.

If you agree, I would be happy to provide you with more details about the conference and my presentation. The deadline for submission is [Submission Deadline], so I would appreciate your response at your earliest convenience.

Thank you very much for considering my request. I truly value your support and guidance.

Sincerely,

[Your Name]