

Dear [Mentor's Name],

I hope this message finds you well. I am writing to request your support in my pursuit of [specific opportunity, e.g., a graduate program, a job opportunity, etc.]. As someone who has greatly influenced my academic and professional growth, I believe a recommendation from you would greatly enhance my application.

Over the past [duration of your relationship], I have had the privilege to learn from you through [specific experiences, projects, or interactions]. Your mentorship has been instrumental in shaping my skills in [specific skills or areas].

If you are willing, I would greatly appreciate it if you could provide a letter of recommendation by [specific deadline]. I am happy to provide any additional information or materials that might assist you in writing the letter.

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

Warm regards,

[Your Name]

[Your Email]

[Your Phone Number]