

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a letter of recommendation from you as I pursue my continuing education in [specific program or field]. Your support would greatly enhance my application and reflect my dedication to furthering my knowledge.

During my time in [specific context or relationship, e.g., your class, my job], I have learned immensely from your guidance and expertise. I believe that your insights into my [skills, work ethic, achievements] would provide a compelling endorsement of my potential for success in this program.

My goal is to [briefly outline your goals and aspirations related to continuing education], and I am confident that this program will equip me with the necessary skills to achieve this. I would greatly appreciate it if you could provide your perspective on my abilities and character in your recommendation letter.

If you agree, I would be happy to provide any additional information you may need, such as my resume or details about the program. The deadline for submission is [insert deadline], and the letter can be sent directly to [insert submission method].

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

Sincerely,
[Your Name]