

Subject: Request for Letter of Recommendation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a letter of recommendation for me as I pursue [explain the opportunity, e.g., graduate school, a job, an internship].

Having enjoyed [mention a specific course, project, or relationship] with you, I believe your insights on my [skills/attributes] would greatly enhance my application.

The deadline for submission is [insert date], and I am happy to provide any additional information you may need to assist you in writing the letter.

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

Best regards,

[Your Name]

[Your Contact Information]

[Your Position/Title, if applicable]