

Dear [Professor/Dr./Mr./Ms. Last Name],

I hope this message finds you well. I am writing to follow up on my previous request for a recommendation letter for [specific program/job/position] that I am applying to, which is due on [due date].

I understand you have a busy schedule, and I genuinely appreciate your time and support. If you require any additional information or materials to assist with the letter, please let me know.

Thank you once again for considering my request. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Contact Information]

[Your Program/Department, if applicable]