

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a letter of recommendation from you as I prepare to [explain purpose, e.g., apply for a job, graduate school, etc.]. I believe that your insights into my skills and experiences during my time at [mention your relationship, e.g., "interning at XYZ Company"] would provide a valuable perspective.

The deadline for submission is [insert deadline], and I would greatly appreciate it if you could provide the letter by then. I am happy to provide any additional information or materials to assist you in the writing process.

Thank you very much for considering my request. I understand that this may take time, and I genuinely appreciate your support.

Sincerely,

[Your Name]