

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution/Company]

[Institution/Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation as I apply for the [specific training program] at [institution/organization name]. I believe your insights into my skills and experiences would provide the admissions committee with a valuable perspective.

During my time at [where you worked with the recipient, e.g., internship, job, etc.], I [describe a relevant skill or accomplishment]. I am eager to expand on this foundation through the training program, and I believe your endorsement would greatly enhance my application.

The deadline for submission is [insert deadline date], and if you agree, I would be happy to provide any further information or materials you may need to assist in your recommendation.

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

Warm regards,

[Your Name]