

Letter Template for Recommendation Request

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 apply to the Respiratory Therapy Program at [Institution Name]. As you know, my passion for respiratory care has driven me to pursue this path, and I believe your insight into my skills and dedication would provide a strong endorsement for my application.

During my time at [Your Current Institution/Job], I have had the opportunity to [briefly describe your relevant experience or achievements]. I feel that your perspective on my abilities would be invaluable in highlighting my commitment and readiness for advanced training in this field.

If you agree to write this letter, I would be happy to provide additional information, including details about the program and the due date for submission, which is [Due Date]. I really appreciate your consideration and support.

Thank you very much for your time. I look forward to hearing from you soon.

Sincerely,
[Your Name]
[Your Contact Information]