

# Request for Recommendation for Research Funding

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Department/Office Name]

[Institution/Organization Name]

[Address of Recipient]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a letter of recommendation from you in support of my application for research funding through [Funding Source/Organization Name]. As you know, I have been working on [Brief Description of Your Research Focus/Project], and I believe that this funding could significantly advance my work.

Having had the opportunity to collaborate with you during [mention any relevant experience or project], I believe that your insights and perspective on my capabilities and dedication would greatly strengthen my application. The funding is aimed at [briefly outline the purpose of the funding], and your support would be invaluable in helping me achieve my research goals.

If you agree to assist me with this, I would be happy to provide you with further details regarding the funding opportunity and any specific points that you may wish to highlight in your letter. I understand you have a busy schedule, and I truly appreciate your consideration.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Degree Program/Department]