

Dear [Friend's Name],

I hope this message finds you well! I am reaching out to ask for a favor. As you may know, I am in the process of applying to [College/University Name], and I would be truly honored if you could write a recommendation letter on my behalf.

Your insight into my character and achievements would provide valuable context to my application. I believe that your perspective as a family friend who knows me well would be incredibly meaningful to the admissions committee.

If you agree, I can provide you with my resume and details about the program I'm applying for to assist you in writing the letter. The deadline for submission is [Deadline Date].

Thank you so much for considering my request. I appreciate your support and guidance as I take this important step in my education.

Warm regards,

[Your Name]

[Your Contact Information]