

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization/Institution Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a letter of recommendation from you to support my application for [position/academic program/opportunity] at [Company/Institution Name]. Having had the privilege of working with you as [explain relationship, e.g., â€œyour student in Advanced Biologyâ€ or â€œan employee in your marketing departmentâ€], I believe you can provide valuable insights into my skills and qualifications.

During our time together, I have greatly appreciated your guidance and have developed [briefly mention relevant skills or achievements]. I am confident that your perspective on my abilities and character would greatly enhance my application.

If you agree to provide a recommendation, please feel free to contact me should you require any additional details or documentation. I have included my contact information below for your reference:

- Email: [Your Email Address]
- Phone: [Your Phone Number]
- Alternative Contact (optional): [Other Contact Information]

Thank you for considering my request. I truly value your support and the impact you have had on my professional/academic development. Please let me know if there is any information I can provide to assist you with the recommendation.

Sincerely,  
[Your Name]