

Dear \_\_\_\_\_,

I hope you are doing well. I'm currently in the process of applying to \_\_\_\_\_, which I am very excited about. The application requires a letter of recommendation from a \_\_\_\_\_, so I'm reaching out to you with the hope that you would be willing to write a recommendation letter on my behalf.

During my time in your \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_, I was able to deepen my understanding and expertise in \_\_\_\_\_. Some examples of how I demonstrated \_\_\_\_\_ include \_\_\_\_\_. With these skillsets that I was able to cultivate under your mentorship, I believe that I would be a great fit at \_\_\_\_\_, where I can continue my journey in \_\_\_\_\_.

The deadline for the recommendation letter is \_\_\_\_\_. The completed letter should be sent via \_\_\_\_\_ to \_\_\_\_\_. Other requirements include \_\_\_\_\_.

Please let me know whether you would be willing to write this letter for me within the allotted timeframe. I don't take your time lightly as I know you are very busy. Thank you so much for your consideration.

Sincerely,

\_\_\_\_\_