[DATE]

[TO: FULL NAME]

[STREET ADDRESS]

[CITY, STATE, ZIP]

Dear [NAME],

I hope you are doing well. I’m currently in the process of applying to [NAME OF SCHOOL, JOB, OR PROGRAM], which I am very excited about. The application requires a letter of recommendation from a [TITLE/POSITION], 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 [CLASS, TEAM, SUPERVISION] from [DATE] to [DATE], I was able to deepen my understanding and expertise in [FIELD, SUBJECT, ETC]. Some examples of how I demonstrated [QUALITY] include [EXAMPLES]. With these skillsets that I was able to cultivate under your mentorship, I believe that I would be a great fit at [NAME OF SCHOOL, JOB, OR PROGRAM], where I can continue my journey in [FIELD, STUDY, ETC.].

The deadline for the recommendation letter is [DATE]. The completed letter should be sent via [EMAIL, MAIL, PORTAL] to [RECIPIENT'S NAME, ADDRESS, EMAIL ADDRESS, ETC.]. Other requirements include [FORMATTING, LETTERHEAD, SEND FROM PROFESSIONAL EMAIL ADDRESS, ETC.].

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,

[NAME]