

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,
