

Formal request for letter of recommendation

Subject: Request for Letter of Recommendation

Dear [Professor/Dr./Mr./Ms. Last Name],

I hope you are doing well. I am writing to request a letter of recommendation from you for [specific purpose, e.g., graduate school application, job application, scholarship]. I believe your insight into my [skills, work, or academic performance] would be invaluable.

The deadline for submission is [date]. I am happy to provide any necessary information or supporting documents to make the process easier.

Thank you very much for considering my request. I greatly appreciate your support.

Sincerely,

[Your Name]

[Your Contact Information]

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