

Informal email request to a mentor or teacher

Subject: Quick Favor “ Recommendation Letter

Hi [Name],

I hope everything is going well! I wanted to ask if you would be willing to write me a recommendation letter for [purpose, e.g., a job, scholarship, program]. Your guidance and experience with me make your perspective really valuable.

The deadline is [date], and I can provide all the info you need. Please let me know if this is possible.

Thanks so much,

[Your Name]

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