

[Date]

[Recipient's Name]

[Recipient's Position/Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Subject: Request for Formal Recommendation Letter

Dear [Recipient's Name],

I am writing to respectfully request a formal recommendation letter from you. I am currently [state your purpose, e.g., applying for a position, program, or scholarship], and I believe your insights and experiences with me would provide a valuable perspective to the review committee.

If you agree, please let me know if you need any additional information, such as my resume, details of the position/program, or specific achievements to highlight.

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

Sincerely,

[Your Name]

[Your Position/Title, if applicable]

[Your Company/Organization, if applicable]

[Your Contact Information]

[Your Email Address]