Initial request before confirming details

Subject: Preliminary Request for Recommendation

Dear [Name],

I am considering applying to [Program/Job/Scholarship] and wanted to ask if you might be willing to provide a recommendation letter if I proceed. I will share full details once my application is confirmed.

Please let me know if this is possible at your convenience. Your guidance means a lot.

Sincerely,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/how-to-request-a-letter-of-recommendation