

## **Subject: Request for Recommendation Letter**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a recommendation letter from you as I apply for [specific job title] at [Company Name]. I believe your insight into my skills and experiences would provide a valuable perspective to my application.

During my time at [Your Organization/School Name], I greatly enjoyed [specific task or project], and I believe it exemplifies my abilities in [related skill]. Your guidance and support throughout my [relationship, e.g., studies, project work] have played a significant role in my personal and professional development.

The position requires [mention job requirements or skills], and I feel that your recommendation would greatly enhance my chances of securing this opportunity.

The submission deadline for the letter is [date]. If you agree, I will provide any necessary details regarding the application process or the points you might want to emphasize in your letter.

Thank you for considering my request. I appreciate your support and guidance.

Sincerely,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile or Professional Website]