

Request for Endorsement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to request your endorsement as I apply for [specific opportunity, e.g., a position, a program, etc.]. Having had the pleasure of working with you on [specific project or experience], I believe your support would be immensely valuable.

Throughout our time together, I have gained significant insights and skills, and I have always appreciated your guidance and mentorship. I am confident that an endorsement from you would greatly enhance my application and provide a credible testament to my abilities and work ethic.

If you agree to endorse me, I can provide further details about the opportunity, including deadlines and specific points to address. I understand you have a busy schedule, so I truly appreciate your consideration of my request.

Thank you for considering my request. I hope to hear from you soon.

Warm regards,

[Your Name]

[Your Job Title/Position]