

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you as I apply for a position with [Non-Profit Organization Name] focused on [specific area, e.g., community development, environmental advocacy]. Having had the pleasure of working with you on [specific project or experience], I believe you can provide valuable insight into my skills and dedication to [relevant mission or cause].

The role requires [mention key qualifications or responsibilities], and I feel that your perspective on my experience in [mention relevant experience] would greatly enhance my application.

If you are willing to assist me, I would be happy to provide more details about the position and any additional information you may need. I would greatly appreciate your support in this endeavor.

Thank you for considering my request. I look forward to your response.

Warm regards,

[Your Name] [Your Contact Information] [Your LinkedIn Profile or Website]