

Request for Recommendation for Leadership Growth

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to seek your support as I pursue opportunities for leadership growth within my career. As someone whose opinion I deeply respect, I would be grateful if you could provide a recommendation on my behalf.

During our time working together at [Company/Organization Name], I have greatly valued your insights and guidance. I believe that your perspective on my skills in [specific skills or experiences] would strengthen my application and provide a clear illustration of my abilities.

As I look to advance in my career, I am particularly focusing on [specific areas of leadership or roles you are pursuing]. Your endorsement would not only enhance my profile but would also offer a valuable perspective that complements my achievements.

If you are willing to assist me, I would be happy to provide further details about the opportunity and any specific points you might want to highlight. I greatly appreciate your consideration and support.

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

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]