

[Your Name]

[Your Job Title]

[Your Department]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Department]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to kindly request your support in providing a letter of recommendation for me as I apply for the [specific internal position] within our organization.

Having had the opportunity to work under your guidance on [specific projects or roles], I believe you can provide an insightful perspective on my skills and contributions. Your recommendation would be invaluable in highlighting my suitability for this new role.

If you are willing, I would be happy to provide any additional information or meet to discuss this further. I appreciate your consideration and look forward to hearing from you.

Thank you very much for your support.

Best regards,

[Your Name]

[Your Contact Information]