

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to kindly request your endorsement for my colleague, [Colleague's Name], who has been an exceptional asset to our team at [Company Name].

[Colleague's Name] has consistently demonstrated [specific skills or achievements], making significant contributions to our projects such as [mention specific projects or accomplishments]. Their ability to [mention specific qualities related to the work] sets them apart and has greatly benefited our success.

An endorsement from you would not only enhance [Colleague's Name]'s prospects but also highlight the positive impact they have had within our organization. I believe that your support will be invaluable as they pursue [mention any specific opportunity or goal].

Thank you for considering my request. Please let me know if you need any additional information or if you would like to discuss this in more detail.

Sincerely,

[Your Name]

[Your Job Title]