

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to inquire if you would be willing to provide a letter of recommendation for [Your Company Name] as we seek to establish a strategic partnership with [Potential Partner's Company Name].

Given our previous collaboration on [specific project or experience], I believe your insights would greatly enhance our credibility and strengthen our proposal. We are particularly interested in highlighting our shared goals and the successful outcomes of our past initiatives.

If you agree, I would be happy to provide you with any additional information needed to assist you in writing the recommendation. Thank you for considering this request, and I greatly appreciate your support.

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