

Dear [Colleague's Name],

I hope this message finds you well. I am writing to request your assistance with a letter of recommendation as I am applying for [specific position or opportunity] at [Company/Organization Name]. I have always respected your opinion and believe that your insight into my work would provide valuable context to my application.

During our time working together at [Company/Organization Name], I have appreciated your guidance and support on [specific projects or responsibilities]. I think you can attest to my skills in [specific skills or attributes related to the new position] and my commitment to [any relevant goals or values].

If you are willing, I would greatly appreciate it if you could highlight [any particular aspects you would like them to focus on]. The submission deadline is [deadline date], and I would be happy to provide any additional information or context you might need.

Thank you very much for considering my request. I truly appreciate your support.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]