

Request for Endorsement

Dear [Ex-Boss's Name],

I hope this message finds you well. I am reaching out to kindly request your endorsement for my application to [specific program, job, or opportunity]. During my time at [Company Name], I learned a tremendous amount under your guidance, and I believe your endorsement would carry significant weight.

As you know, my role involved [briefly mention responsibilities and achievements], and I am excited to take the next step in my career. Your perspective on my skills and experiences would be invaluable.

If you feel comfortable endorsing me, I would greatly appreciate it. Please let me know if you need any additional information or if there are any formalities I should follow.

Thank you very much for considering my request. I look forward to hearing from you.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]