

Dear [Supervisor's Name],

I hope this message finds you well. I am reaching out to kindly request a letter of recommendation from you. As you know, I am currently [briefly explain your current situation, e.g., applying for a new job, pursuing further studies, etc.], and I believe that your insights into my work ethic and competencies would be incredibly valuable.

During my time at [Company Name], I had the privilege of working under your supervision on several projects, and I believe that you could provide a comprehensive perspective on my skills and contributions to the team.

If you are able to assist me, I would be happy to provide any additional information you might need, such as details on the position or program I am applying for.

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

Warm regards,
[Your Name]
[Your Phone Number]
[Your Email Address]