

Subject: Request for a Professional Recommendation

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a professional recommendation for me. As you know, I am seeking [describe the opportunity, e.g., a new position, a promotion, etc.], and I believe that your insights into my work ethic and contributions would be invaluable.

During our time working together on [mention specific project or task], I appreciated your support and guidance. I think you have a clear perspective on my strengths in [mention specific skills or traits]. A recommendation from you would greatly enhance my application.

If you agree, I would be happy to provide any additional information or specific points you might want to include. Please let me know if you require any further details.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]