

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company/Organization]

[Your Email Address]

[Your Phone Number]

[Colleague's Name]

[Colleague's Job Title]

[Colleague's Company/Organization]

Dear [Colleague's Name],

I hope this message finds you well. I am reaching out to kindly request your endorsement for [describe the purpose, e.g., a project, a position, etc.]. I highly value your opinion and believe that your endorsement would greatly enhance my candidacy.

Having worked together on [mention any relevant collaboration], I believe you can provide insights into my [skills, experiences, qualities] that would be beneficial for this endorsement.

If you are willing to support my request, I would be happy to provide any additional information you may need. Thank you very much for considering my request. I truly appreciate your time and support.

Best regards,

[Your Name]