

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Institution Address]
[City, State, Zip]

Dear [Recipient's Name],

I am writing to kindly request your endorsement for my application for the postdoctoral position at [Institution/Organization Name]. As you know, I have been working closely with you on [specific project or research] during my doctoral studies, and your insights and guidance have significantly contributed to my development as a researcher.

The position I am applying for focuses on [describe focus of the position], and I believe that my experience in [mention your relevant experience/skills] aligns perfectly with the goals of the research team.

If you could provide a reference letter to speak to my qualifications and experiences, I would be incredibly grateful. Your endorsement would lend significant weight to my application, and I believe it would greatly enhance my chances of being selected for the position.

Thank you very much for considering my request. I am happy to provide any additional information you may need or discuss this further at your convenience.

Sincerely,

[Your Name]