

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your support in my application for a postdoctoral position at [Institution Name]. I have greatly appreciated the opportunity to work under your guidance during my time at [Your Previous Institution], and I believe your insights into my research capabilities would provide valuable context to my application.

The position at [Institution Name] focuses on [briefly describe the research area or project], which closely aligns with my expertise and interests developed during my PhD studies. I am confident that your reference would significantly enhance my application.

If you agree to provide a reference, the deadline for submission is [insert deadline]. Please let me know if you require any additional information or if there are any forms I should provide to facilitate the process.

Thank you very much for considering my request. I greatly appreciate your time and support.

Sincerely,

[Your Name]