

Letter of Recommendation Request

[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 a letter of recommendation in support of my application for a postdoctoral research position at [Institution/Organization Name]. Having had the privilege to work with you on [specific project or course], I believe you can provide valuable insights into my abilities and contributions.

The position I am applying for focuses on [briefly describe research area], and I think your perspective on my work in [mention any relevant experience or skills] would greatly enhance my application.

If you are willing, I would be happy to provide you with my updated CV, details about the role, and any specific points you might consider including. The deadline for submission is [date], and the letter can be sent directly to [submission details or link].

Thank you for considering my request. I truly appreciate your support and mentorship throughout my academic journey.

Sincerely,
[Your Name]