

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation for my application to the [Name of Leadership Training Program]. As you know, I am deeply committed to enhancing my leadership skills and contributing to our organization's growth.

Your insights into my work ethic and commitment to excellence would provide valuable support for my application. I believe your perspective on my ability to lead teams effectively and foster collaboration would greatly strengthen my case.

The deadline for submission is [Deadline Date]. If you agree to assist me, I would be happy to provide any additional information or context you may need.

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

Sincerely,

[Your Name]