

# Letter of Recommendation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[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 kindly ask for a letter of recommendation for my upcoming apprenticeship application with [Company/Organization Name]. As I aspire to enhance my skills and gain practical experience in [specific field or industry], your insights and support would be invaluable.

Having had the privilege to work with you during [mention your shared experience, e.g., job, project, or class], I believe you can provide a clear perspective on my abilities and work ethic. Your recommendation would greatly strengthen my application, as your experience in [mention relevant expertise or position] carries significant weight.

If you agree, I would be happy to provide any additional information you might need, including details about the apprenticeship position and my resume. I appreciate your consideration of my request and look forward to your positive response.

Thank you very much for your time and support.

Sincerely,

[Your Name]