

Letter of Recommendation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization 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 in support of my application for the [specific government position] with [name of government agency]. Given our past collaboration at [mention any relevant experience], I believe you could provide valuable insights into my skills and dedication.

The position requires [briefly explain key requirements or responsibilities related to the role], which I feel aligns well with my experiences. Your perspective on my [mention specific skills or experiences] would greatly enhance my application.

If you agree, I would be happy to provide any additional information you might need to assist in writing the letter. The deadline for submission is [insert deadline]. Thank you very much for considering my request!

Warm regards,

[Your Name]