

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to request your support in writing a recommendation letter for me as I apply for a [specific public sector position] with [Organization/Agency Name]. Given your understanding of my skills and my dedication to public service, I believe your endorsement would be invaluable.

During my time working with you at [Previous Organization/Role], I greatly appreciated your guidance and mentorship. I trust that you can speak to my [mention specific skills or experiences relevant to the position], which I believe are critical for success in this new role.

The deadline for submission is [Deadline Date], and if you are able to assist, I can provide further details about the position and what to include in the letter. Your support would mean a lot to me as I take this important step in my career.

Thank you for considering my request. I truly appreciate your time and assistance.

Sincerely,

[Your Name]