

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]

[Supervisor's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am reaching out to request a letter of recommendation from you for my MBA program application. Given our work together during my internship at [Company Name], I believe your insights into my skills and work ethic will greatly enhance my application.

During my time in your team, I was able to [mention specific responsibilities or projects you worked on], which I feel helped me develop [mention skills or lessons learned]. Your perspective on my contributions would be invaluable, especially regarding [specific qualities or achievements you want them to touch upon].

The deadline for submission is [insert date], and I would be happy to provide any additional information or details you may need to assist in writing the recommendation.

Thank you very much for considering my request. I genuinely appreciate your support and guidance. Please let me know if you are able to assist me with this recommendation.

Sincerely,
[Your Name]