

[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 kindly ask if you would be willing to provide a recommendation for me as I apply for a short-term position as [Position Title] at [Company/Organization Name].

Having had the pleasure of working with you at [Previous Company/Organization] on [specific project or task], I believe your insight into my skills and work ethic would be invaluable for my application. The role involves [brief description of the role], and I am excited about the opportunity to contribute my skills in [specific skills relevant to the position].

If you agree, I would be happy to provide any additional information about the position or my recent experiences that might assist you in writing the recommendation. I truly appreciate your consideration and support.

Thank you very much for your time. I look forward to hearing from you soon.

Sincerely,

[Your Name]