

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a recommendation as I pursue a leadership position within [specific aviation program or organization]. Having had the privilege of working with you during [mention your experience, e.g., "my internship at XYZ Aviation"], I truly value your insights and believe that a recommendation from you would greatly enhance my application.

During my time in the program, I have demonstrated my commitment to aviation through [mention specific projects, roles, or responsibilities]. I am eager to contribute my skills in [mention relevant skills] to a leadership position, where I can further develop my abilities and make a significant impact.

Should you agree to provide a recommendation, I would be happy to discuss my qualifications and achievements in more detail or provide any additional information that may assist you.

Thank you for considering my request. I truly appreciate your support and guidance.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]