

Letter of Recommendation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[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 from you as I pursue a volunteer position within an aviation program. My experience in [mention any relevant experience, e.g., flight training, aviation studies], along with my passion for aviation, has motivated me to contribute my skills and enthusiasm to this program.

Your guidance and mentorship have significantly contributed to my growth in this field, and I believe your insights into my abilities would provide great value to my application. If you are able, I would greatly appreciate your support in writing this letter by [insert specific date, if applicable].

Thank you very much for considering my request. Please let me know if you need any additional information or if there is a convenient time for us to discuss this further.

Sincerely,

[Your Name]