

# Request for Recommendation for Project Manager Position

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your 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 reaching out to request a recommendation from you as I apply for the Project Manager position at [Company/Organization Name]. Having had the pleasure of working with you on [mention any relevant project or experience], I believe your insights would provide valuable context regarding my skills and qualifications.

In this role, I aim to utilize my experience in [mention relevant skills or experiences] to contribute positively to the team. A recommendation from you highlighting my [mention specific qualities or achievements] would greatly strengthen my application.

Thank you for considering my request. Please let me know if you need any further information or if there are any forms I should provide for your convenience. I greatly appreciate your support.

Sincerely,  
[Your Name]