

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[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 formally request a letter of recommendation as I apply for a role in public relations at [Company/Organization Name]. Having had the privilege to work with you at [Previous Company/Organization], I believe your insight into my skills and experiences would provide a compelling endorsement.

During my time at [Previous Company/Organization], I honed my abilities in strategic communication, media relations, and campaign management, all of which are essential in the field of public relations. Your perspective on my contributions and work ethic would be invaluable to my application.

If you are willing to assist me, I would be happy to provide any additional information you might need regarding the position or my relevant experiences. Thank you very much for considering my request. I greatly appreciate your support.

Warm regards,

[Your Name]