

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a letter of recommendation from you as I apply for a library position at [Library Name]. During my time working with you at [Previous Institution/Job], I gained invaluable experience in [specific skills or tasks relevant to the job], and I believe your insights would greatly enhance my application.

The position requires skills in [mention relevant skills or qualifications], and I am confident that your perspective on my abilities and work ethic would provide a strong endorsement. The submission deadline for the recommendation letter is [insert date], and it can be sent directly to [provide submission details, e.g., email or online portal].

Thank you for considering my request. I truly appreciate your support and guidance throughout my career. Please let me know if you need any additional information or if there's anything I can provide to assist you in writing the letter.

Warm regards,

[Your Name]

[Your Contact Information]