

Request for Letter of Recommendation

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Organization/Museum 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 to support my application for the position of Museum Curator at [Museum Name]. I have greatly valued our time working together during [specific project or experience], and I believe your insights into my skills and dedication would be invaluable to my application.

Throughout my career, I have demonstrated my commitment to the arts and the importance of preserving cultural heritage. Given your understanding of my experiences in [mention relevant skills or projects], I believe you could articulate my suitability for this role effectively.

If you are willing, I would appreciate it if you could include insights on my [mention specific qualities like leadership, teamwork, or expertise in curation]. The deadline for submission is [insert deadline], and I am happy to provide any additional information you might need.

Thank you very much for considering my request. I truly value your support and guidance.

Sincerely,
[Your Name]