

Subject: Request for Recommendation for Conference Participation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a recommendation for my participation in the [Name of Conference], which will take place on [Date] at [Location]. As you know, I have been actively involved in [Field/Area] for [Duration], and I believe that this conference presents a valuable opportunity for me to expand my knowledge and network with fellow professionals.

Given our previous work together on [Project/Experience], I feel that you could provide a meaningful perspective on my skills and contributions to the field. Your insights would be invaluable in illuminating my qualifications to the conference organizers.

If you are willing, I would be happy to provide any additional information or discuss this in more detail at your convenience. Thank you for considering my request. I genuinely appreciate your time and support.

Best regards,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Email]

[Your Phone Number]