

Letter of Recommendation Request

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a letter of recommendation for my application to volunteer remotely with [Organization Name]. I have always admired the work done by your organization, and I feel that my skills in [Your Skills] would be a great asset.

Having worked together on [Project/Experience], I believe you can speak to my [relevant skills or characteristics, e.g., work ethic, dedication, teamwork]. Your support would greatly enhance my application.

If you could provide a recommendation by [Deadline Date], I would greatly appreciate it. Please let me know if you need any more information or if there's anything I can do to assist you with this process.

Thank you very much for considering my request. I really value your support.

Sincerely,
[Your Name]
[Your Email]
[Your Phone Number]