

Subject: Request for Professional Recommendation

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a professional recommendation from you as I seek to [explain the purpose, e.g., apply for a new position, further my education, etc.]. Given our [briefly describe your relationship, e.g., collaboration on a project, previous employment], I believe your insights would be invaluable.

The opportunity I am pursuing is [briefly describe the opportunity]. I feel that your perspective on my [mention specific skills or experiences] would greatly enhance my application.

If you agree, I would be happy to provide you with any additional information you might need, such as my updated resume or details about the position/school/program.

Thank you for considering my request. I truly appreciate your support and guidance.

Best regards,

[Your Name]

[Your Contact Information]