

Subject: Request for Testimonial Letter

Dear [Colleague's Name],

I hope this message finds you well. I am reaching out to request a testimonial letter from you regarding our time working together at [Company Name]. Your perspective on my skills and contributions would be invaluable to me.

As I am currently [applying for a new role, pursuing further studies, etc.], having a testimonial from you would greatly enhance my application.

If you agree, I would be happy to provide you with more details about what I'm looking for and any specific points that could be included.

Thank you very much for considering my request. I genuinely appreciate your time and support.

Best regards,

[Your Name]

[Your Contact Information]