

Request for Work-Related Recommendation

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a recommendation based on our time working together at [Company/Project Name]. Your insights into my work on [specific projects or tasks] would be invaluable as I pursue new opportunities.

As I take the next steps in my career, I would appreciate it if you could provide a brief recommendation highlighting my skills in [mention relevant skills or experiences]. Your support would mean a lot to me.

If you need any additional information or specific points to mention, please let me know. Thank you so much for considering my request!

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]