

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly ask if you would be willing to provide a letter of recommendation for me as I pursue [specific opportunity, e.g., a graduate program, a job position]. Having had the pleasure of working with you at [Company/Institution Name], I believe that your insights into my skills and experiences would provide valuable context to my application.

During my time at [Company/Institution Name], I particularly appreciated [specific experiences or contributions]. Your guidance and support made a significant impact on my professional growth, and I am grateful for the opportunity to have worked under your supervision.

If you agree to assist me, I am happy to provide any additional information or context you might need for the letter. I appreciate your consideration and look forward to hearing from you soon.

Thank you very much for your time and assistance.

Best regards,

[Your Name]

[Your Contact Information]