

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you as I pursue new opportunities in the insurance sector.

Having worked together at [Company Name] for [duration], I believe you can speak to my skills and contributions, particularly in [specific achievements or roles]. Your perspective would greatly enhance my application, as I am looking to showcase my abilities and dedication to potential employers.

If you agree to assist me, I would be happy to provide any additional information you might need or discuss specific points you might want to include.

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

Warm regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile or Website, if applicable]