

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to formally request a letter of recommendation from you as I am in the process of applying for a [specific job position] at [Company's Name]. I believe that your insights into my skills and contributions during my time at [Your Previous Company/School] will greatly enhance my application.

During our time working together, I valued your guidance and mentorship. I feel that you can attest to my abilities in [specific skills or experiences related to the job]. The position I am applying for requires [mention relevant qualifications or attributes], and I believe your perspective would be invaluable in illustrating my capabilities to potential employers.

If you agree, I would be happy to provide you with more details about the job and my recent experiences. Please let me know if you need any further information or if you would like to discuss this in more detail.

Thank you very much for considering my request. I greatly appreciate your support.

Sincerely,

[Your Name]