

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to request a letter of recommendation to support my current job application. I enjoyed working under your leadership at [Previous Company Name] from [Start Date] to [End Date], and I believe that my experiences there have equipped me well for my future endeavors.

During my time at [Previous Company Name], I was able to [mention specific achievements or responsibilities that relate to the new job], which I have found invaluable as I pursue [mention your new career goal or job]. I would greatly appreciate it if you could provide a letter that highlights my skills and contributions during my tenure at the company.

Thank you for considering my request. I hope to hear from you soon.

Sincerely,

[Your Name]