

Request for Letter of Recommendation

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your support in my job application for the position of [Job Title] at [Company Name]. I have always admired your perspective on [relevant topic or field] and believe that a recommendation from you would greatly enhance my application.

During my time at [Your Organization/Institution] as [Your Position], I learned a great deal under your guidance, particularly in [specific skill or project]. I believe that your insights into my work ethic and abilities would provide a meaningful context for potential employers.

If you feel comfortable supporting my application, I would be happy to provide any details you might need, including my resume and the job description. The submission deadline is [Submission Deadline].

Thank you very much for considering my request. I truly appreciate your time and support.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email]