

Subject: Request for Letter of Recommendation

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a letter of recommendation from you as I pursue new networking opportunities in [specific field or industry]. Given our [mention your relationship or experience together], I believe you can provide insights into my skills and contributions.

The letter would be particularly helpful as I aim to connect with [specific companies, organizations, or networks]. If you are able to assist, I would be happy to provide any additional information you may need regarding my recent projects or accomplishments.

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

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]