

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation to support my application for [specific professional licensing or certification] in [specific field or area].

As you know, I have been working in [your profession or field] for [duration] and have had the privilege of working alongside you at [Company/Organization Name]. Your insight into my skills and work ethic makes you an ideal person to provide a recommendation.

The deadline for submission is [date], and the letter would need to address my [specific skills, experiences, and attributes relevant to the license]. If you would be willing to assist me with this, I would be incredibly grateful.

Thank you for considering my request. Please let me know if you need any additional information or if there are specific points you would like me to highlight.

Warm regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]