

Subject: Request for Recommendation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing a letter of recommendation for [Candidate's Name], who is applying for a transport service position at [Company/Organization Name].

[Candidate's Name] has been an exceptional [your relationship to the candidate, e.g., employee, intern, student, etc.] during their time at [Your Organization/Institution]. They have consistently demonstrated strong skills in [mention relevant skills related to transport services, e.g., logistics management, safety protocols, customer service].

Having witnessed [Candidate's Name]'s dedication and professionalism firsthand, I believe that they would make a valuable addition to any transport service team. I would greatly appreciate your perspective on their capabilities and character.

If you agree to write this recommendation, I would be happy to provide further details about the position and any specific qualities that should be highlighted. Please let me know if you need any additional information or if you have any questions.

Thank you very much for considering this request. Your support means a lot, and I'm confident that [Candidate's Name] will greatly benefit from your endorsement.

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization]
[Your Contact Information]