

Subject: Request for Letter of 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 my application to [Training Program Name] at [Institution/Organization Name]. This program is essential for my professional development and aligns perfectly with my career goals.

As you know, I have had the pleasure of [briefly describe your relationship, e.g., working together, being mentored by them]. I believe that your perspective on my skills, work ethic, and dedication would provide a strong endorsement for my application.

The deadline for submission is [Date]. If you agree to assist me, I would be happy to provide you with additional details about the program and my accomplishments that you may find useful.

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

Best regards,

[Your Name]

[Your Contact Information]

[Your Position/Title, if applicable]