

Request for Recommendation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Institution/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a recommendation letter from you as I prepare to [describe purpose, e.g., apply for a graduate program, a new job opportunity]. Your insight and perspective on my [mention specific project, skills, or experiences] would be invaluable and greatly appreciated.

During my time at [mention where you worked together or your relationship], I truly valued our collaboration and the knowledge I gained under your guidance. I believe your recommendation would provide a strong indication of my abilities and character to potential [schools, employers, etc.].

If you agree, I can provide additional details about the [program/job] and share my current resume to assist you in your writing. I understand you have a busy schedule, and I would be more than willing to discuss this at your convenience.

Thank you very much for considering my request. I am hopeful for your support and look forward to any response you may have.

Sincerely,
[Your Name]