

Request for a Recommendation Letter

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in providing me with a letter of recommendation as I pursue a new job opportunity at [Company Name] for the position of [Job Title].

Having worked together at [Your Previous Company/Institution] on [specific project or experience], I believe you can provide valuable insights into my skills and work ethic. I have always appreciated your guidance and support during our time together.

The deadline for submission of the letter is [Deadline Date]. If you agree, I can provide additional details about the job and my resume to assist you in writing the recommendation.

Thank you very much for considering my request. I understand you have a busy schedule, and I truly appreciate your help.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]