

Request for Letter of Recommendation

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

[Recipient's Name]
[Recipient's Position]
[Company/Institution Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you as I prepare to apply for vocational training in [specific field or program]. I greatly value your opinion and believe that a recommendation from you would significantly strengthen my application.

During my time at [mention where you worked or studied together], I had the opportunity to [describe tasks, projects, or skills developed]. Your guidance and support were instrumental in helping me grow and develop my abilities in [relevant skill or area].

I am particularly interested in [mention the vocational training program and why it matters to you], and I believe your insights into my skills and work ethic would provide a compelling endorsement for my application.

If you are able to assist me with this, I would be happy to provide any additional information you might need, including details about the training program and my resume. I aim to submit my application by [deadline], so I would deeply appreciate having your recommendation by [date].

Thank you very much for considering my request. Please let me know if you have any questions or if we can discuss this further.

Sincerely,
[Your Name]