

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Employer's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request your support in providing a recommendation for my college application. As I prepare to take this next step in my education, I believe that your insight into my work ethic and skills would be invaluable.

During my time at [Company Name], I have learned a great deal and have greatly appreciated your mentorship and guidance. I believe that your perspective on my experiences and contributions would provide a strong endorsement of my abilities and character to the admissions committee.

If you agree, I would be happy to provide any additional information you may need and discuss the details further. The recommendation letter is due by [Submission Deadline], and I can send any submission instructions at your convenience.

Thank you for considering my request. I truly appreciate your time and support.

Sincerely,

[Your Name]