

Request for Letter of Recommendation

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a letter of recommendation from you, as we have collaborated closely on [specific project or initiative]. Your insight into my work and contributions would greatly enhance my prospect of [specific opportunity, e.g., a job, promotion, application].

During our time working together, I believe you have observed my commitment to [specific skills or qualities], and your perspective would be invaluable in showcasing my qualifications.

If you agree, I would be happy to provide you with more details about the position or opportunity, as well as any points you might consider including in your letter.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]