

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a letter of recommendation from you. As you know, I am applying for [specific program, job, etc.], and I believe that your insight into my skills and experiences would provide a valuable perspective to my application.

During my time at [mention where you worked together, e.g., company, school], I enjoyed [briefly mention a specific project or experience]. I believe this experience has helped me develop [mention specific skills or attributes]. Your positive perspective on my work ethic and dedication would greatly enhance my application.

If you are willing to write this recommendation, I would be happy to provide you with more details regarding the [job/program] and share any information that might help you. The deadline for submission is [insert date], and it can be sent to [insert method of submission, e.g., email, online form].

Thank you for considering my request. I truly appreciate your support and guidance. Please let me know if you are able to assist.

Sincerely,

[Your Name]