

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a letter of recommendation as I am applying for a position at [Nonprofit Organization's Name]. I believe your insights into my [mention specific skills or experiences], would provide valuable context to my application.

During my time at [Your Previous Position or Organization], I [describe a relevant accomplishment or responsibility]. This experience has motivated me to pursue a career that aligns with my passion for [mention specific cause or mission related to the nonprofit].

If you feel comfortable, I would appreciate it if you could emphasize [mention any specific traits or experiences you would like highlighted]. The deadline for submission is [Submission Deadline], and I can provide any additional information you might need to assist in writing the letter.

Thank you very much for considering my request. I truly value your support and guidance.

Sincerely,

[Your Name]