

Letter of Recommendation Request

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a letter of recommendation as I apply for a Supply Chain Analyst position at [Company Name]. I believe your insights into my skills and experiences would provide invaluable support to my application.

During our time working together at [Your Previous Company], I appreciated your guidance on [specific project or task]. I have gained considerable experience in data analysis, inventory management, and process optimization, which I believe will serve me well in this new role.

If you feel comfortable supporting my application, I would be grateful if you could highlight my strengths in analytical thinking, problem-solving, and collaboration. The deadline for submission is [Insert Deadline].

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

Sincerely,

[Your Name]

[Your Contact Information]