

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a letter of recommendation as I am applying for [specific position or opportunity] at [Company/Organization Name]. My experience in technical writing with a focus on [specific skills or projects] has prepared me well for this opportunity, and I believe your insights on my work would greatly enhance my application.

During my time at [Your Institution/Company], you were my [mention your relationship, e.g., supervisor, professor], and I appreciated the guidance and support you provided. I particularly enjoyed [mention any relevant projects or experiences you shared], and I believe that your perspective would be invaluable to the hiring committee.

If you agree to write this recommendation, I would be happy to provide more details about the position and any specific points I would like you to emphasize. The deadline for submission is [insert date], and it can be sent directly to [provide submission details].

Thank you very much for considering my request. I greatly appreciate your support and look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile or Website (if applicable)]