

Recommendation Request Letter

Dear [Recipient's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a letter of recommendation for me as I pursue a career in event planning. Your support and insight into my work would be invaluable.

During my time at [Your Organization/University], I had the pleasure of working alongside you on [specific project or event], which I believe showcased my skills in project management, communication, and organization. As I apply for [specific position or program], your perspective on my abilities would greatly enhance my application.

If you agree, I can provide you with my resume and any additional information you may need. I truly appreciate your consideration and support!

Thank you very much for your time.

Sincerely,
[Your Name]
[Your Contact Information]