

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation as I pursue a career in pharmaceutical sales. I have greatly valued your mentorship during my time at [Your Previous Company or University] and believe that your insights would provide a strong endorsement of my capabilities.

In my role as [Your Previous Position] at [Your Previous Company], I developed skills that are directly relevant to pharmaceutical sales, including [mention key skills or experiences]. I am excited about the opportunity to apply these skills in a new setting and contribute to patient care through effective sales strategies.

If you agree to assist me, I would be happy to provide you with any additional information you might need, including my resume and details about the positions I am applying for. The deadline for submission is [Insert Deadline].

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

Sincerely,

[Your Name]