

Letter of Recommendation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization 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 new opportunity within the telecommunications field. As you may know, I have been working at [Your Current Company] for [Duration] and have gained valuable experience in [Relevant Experience/Skills].

Given our time working together on [Specific Project/Task] and your understanding of my contributions, I believe that your perspective would greatly enhance my application. I am particularly interested in [Specific Position/Company] as I seek to advance my career in [Specific Area of Telecom].

If you are willing to support my request, I would be happy to provide any information that you might need, including details about the position and my accomplishments during my time at [Your Current Company]. Thank you very much for considering my request.

Warm regards,

[Your Name]