

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you as I apply for the position of Library Assistant at [Library Name]. I believe your insight into my skills and experiences would provide a strong endorsement.

During my time at [Your Previous Job/School], I developed a passion for assisting patrons with their informational needs and managing library resources effectively. Your guidance during [specific experience or project] significantly shaped my abilities in this field, and I would appreciate your support as I take this next step in my career.

If you are able to assist me, I would be happy to provide more details about the position and my experiences that you might want to highlight. The deadline for submission is [Deadline Date].

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

Sincerely,

[Your Name]

[Your Contact Information]