

Letter of Recommendation Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a letter of recommendation from you as I apply for the position of Arts Administrator at [Company/Organization Name]. As you may know, I have thoroughly enjoyed our time working together at [Previous Institution/Organization], where I had the opportunity to develop my skills in [specific skills or experiences relevant to the role].

Your insights into my work ethic and contributions to [Specific Project or Initiative] would provide significant value to my application. I believe that your perspective on my passion for the arts and commitment to fostering community engagement would greatly enhance my candidacy.

If you feel comfortable writing this recommendation, I would be happy to provide you with any additional details about the position or my recent projects. The deadline for submission is [Deadline Date]. Thank you very much for considering my request.

Warm regards,

[Your Name]

[Your Contact Information]