

Request for Recommendation

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am reaching out to kindly ask if you would be willing to provide a letter of recommendation for me as I apply for the Editorial Assistant position at [Company/Organization Name].

During my time at [University/Institution Name], I had the pleasure of working with you on [specific project/class], where I developed my editorial skills and passion for [specific area related to editorial work]. I believe your insight into my abilities would greatly enhance my application.

The deadline for submission is [date], and I would be happy to provide any additional information you may need to assist with your recommendation.

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

Sincerely,

[Your Name]

[Your Contact Information]