

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 respectfully request a letter of recommendation for a position I am applying for in the aerospace engineering field. As you know, I have been involved in [describe your relevant experience or coursework] during my time at [University/Organization Name]. I believe your insights into my skills and work ethic would greatly enhance my application.

The position is with [Company/Organization Name], and it focuses on [briefly describe the role and its relevance to your background]. I am particularly drawn to this opportunity because [explain your interest in the position/company].

If you are willing to assist me with this, I would be happy to provide any additional information you may need or discuss my goals and experiences further. The deadline for submission is [insert deadline], and I would be grateful if you could provide your recommendation by then.

Thank you very much for considering my request. I appreciate your support and guidance, and I look forward to hearing from you soon.

Sincerely,  
[Your Name]