

Request for Letter of Recommendation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation from you for a coaching position I am applying for at [Organization/School Name]. As you know, I have a strong passion for coaching and mentoring young athletes, and I believe your insight into my skills and dedication would greatly enhance my application.

During my time at [Previous Organization/Team], I had the pleasure of working closely with you on [specific project or experience]. Your guidance and support played a significant role in my development as a coach, and I would be honored if you could share your perspective on my strengths and contributions.

The deadline for submission is [Deadline Date], and you can send your letter to [Submission Method/Email]. Please let me know if you need any additional information or wish to discuss this further.

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

Best regards,

[Your Name]

[Your Contact Information]

[Your Current Position]