

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 kindly request a testimonial regarding my work during my time at [Company/Organization Name]. I believe your perspective would add considerable value to my portfolio and future endeavors.

During my time in the [specific role or project], I had the pleasure of working closely with you on [specific tasks or initiatives]. Your insights and feedback would be incredibly beneficial as I pursue [specific opportunities or goals].

If you are willing to provide a brief testimonial, I would greatly appreciate it. I can provide any details or context you may need to make this process easier.

Thank you very much for considering my request. I look forward to your response.

Sincerely,

[Your Name]