

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation as I apply for a position at [Company/Organization's Name]. I believe that a reference from you would provide potential employers with valuable insight into my skills and experiences.

During my time at [Previous Company/Organization], I had the pleasure of working closely with you on [specific project or task], where I [describe your contribution]. I am confident that your perspective on my work would greatly enhance my application.

The position I am applying for is [Job Title] at [Company's Name]. The deadline for submission is [Date]. If you agree, I would be happy to provide more details about the role and my previous achievements to assist in drafting your recommendation.

Thank you very much for considering my request. I greatly appreciate your support and guidance throughout my career.

Sincerely,

[Your Name]