

John Doe

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Hi Name Last Name,

I hope you're doing well! I wanted to reach out because I'm exploring new opportunities and I'd love to ask for your support.

I'm currently applying for Senior Product Designer positions and I'd be honored if you'd be willing to write a recommendation or serve as a reference for me. We worked together at Example Company from January 2020 to March 2023, where I worked as Senior Product Designer. Your perspective on my work during that time would be invaluable.

Specifically, if you could speak to [specific aspects - e.g., "my design process, collaboration with cross-functional teams, and ability to deliver results"], that would be particularly helpful.

I've attached my current resume for your reference. The recommendation can be brief — even just a few sentences about our work together would be very helpful.

Of course, I completely understand if you're unable to do this, and I appreciate your time either way. If you have any questions or need additional information, please don't hesitate to reach out.

Thank you so much for your consideration, and I hope we can catch up soon!

Best regards,

John Doe