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## Requesting a Recommendation

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Draft

Wed, May 10, 2023 at 10:19 AM

Dear Katina

I hope you are well and reading my email. I wanted to let you know that I'm interested in being the project manager for the market research that the strategic planning committee will be tasked with overseeing at the next monthly meeting. I know you are fully aware of my skills and business knowledge because we have worked together for five years.

I understand that you will be cautious when making suggestions given that you recently received a promotion to department manager and are a committee member. I would be appreciative if you could put in a good word for me because I think my qualifications and experience would make me an excellent fit for this position.

First and foremost, I have more than a dozen years of expertise in the field, giving me a thorough understanding of our market and its dynamics. I also have a strong foundation in the technology involved in product design thanks to my engineering degree, which is crucial for doing efficient market research.

In addition, my yearly employee evaluations have consistently given me excellent or exceptional scores, which is a testament to my strong work ethic and dedication. Finally, I can adjust the market research to match the needs of our consumers because of my three years of experience working in the customer support group, which has given me a personal view of customer satisfaction and quality issues.

I am aware of how crucial it is to choose the best person to oversee this project, and I am certain that my background and skills make me the best choice. I appreciate you taking my request into consideration, and I hope to hear from you soon.

best wishes

Klevi Xhani