

Letter of Recommendation Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a letter of recommendation from you to support my [Specify the purpose of the recommendation, e.g., application for [Job/Program Name], pursuit of [Academic Degree], etc.].

Having had the privilege of working closely with you during my time at [Company/Organization Name/Institution], I believe your insight and perspective would provide valuable testimony to my qualifications and character. Your guidance, mentorship, and our shared experiences have contributed significantly to my personal and professional growth.

I kindly request that you consider writing a letter of recommendation on my behalf. If you are willing to do so, I would greatly appreciate it if you could address the following points in your recommendation:

[Specify the aspects of your work, character, or achievements you would like the recommendation to highlight].

[Mention any specific accomplishments, projects, or challenges you would like to be mentioned].

Please be assured that I fully understand the value of your time, and I would be more than happy to provide any necessary information or context to assist you in composing the recommendation.

If you require any additional details, documentation, or if there is a specific format or deadline that needs to be adhered to, please do not hesitate to let me know. I want to ensure that this process is as convenient as possible for you.

I am deeply grateful for your support and for considering my request. Your recommendation will play a vital role in [Specify the purpose of the recommendation, e.g., advancing my career, securing a place in [Program Name], etc.], and I genuinely appreciate your willingness to assist me in this endeavor.

Thank you for your time and consideration.

Sincerely,

[Your Name]