

Subject: Request for Letter of Recommendation

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a letter of recommendation from you as I [briefly explain the purpose, e.g., "apply for a graduate program," "seek a new job opportunity," etc.].

Having had the privilege of working with you at [Company/Organization Name] as [Your Position], I believe that your insights into my skills and work ethic would provide a valuable perspective. I particularly appreciated our collaboration on [mention any specific project or task], which showcases [specific skills or traits you wish to highlight].

If you agree to assist me with this, I would be happy to provide any additional information you may need, including my resume or details about the [program/job] I am applying for. I understand that your time is valuable, and I genuinely appreciate your consideration of my request.

Thank you very much for considering this. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]

[LinkedIn Profile (if applicable)]