

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Job Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a Letter of Recommendation to accompany my application for the position of [Job Title] at [Company Name].

As you know, during my time at [Your Previous Company/Institution], I had the opportunity to [briefly describe your experience, responsibilities, and achievements]. I believe your perspective on my skills and contributions would add significant value to my application.

The submission deadline for the application is [Date]. If you agree to write the letter, I can provide any additional information you may need, including details about the role and my resume.

Thank you very much for considering my request. I truly appreciate your support.

Best regards,

[Your Name]