

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a testimonial regarding my experiences working with [specific product/service] from [Company Name]. Your insights would be invaluable and greatly appreciated.

To assist you, I've outlined a few points you might consider including in your testimonial:

1. Your experience with [specific product/service].
2. The benefits you observed while using [specific product/service].
3. Any specific outcomes or successes attributed to the implementation of [specific product/service].
4. Overall satisfaction with [Company Name] and reasons for recommending it to others.

If you could provide your testimonial by [specific date], it would be immensely helpful as we prepare for [reason for request].

Thank you for considering this request. I greatly appreciate your time and support.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]