

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

[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a letter of recommendation as I apply for [specific position] at [Company's Name]. I have greatly appreciated our time working together at [Your Current/Previous Company] and believe that your insights into my skills and experiences would provide valuable context for my application.

During my time at [Current/Previous Company], I had the opportunity to [briefly describe your role or significant contributions]. I believe this experience has prepared me well for the responsibilities of [specific position] at [Company's Name].

If you are willing to assist me with this request, I would greatly appreciate it. I can provide a copy of my resume and additional details about the job if it would be helpful.

Thank you very much for considering my request. I value your support and guidance.

Warm regards,
[Your Name]