

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

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

Dear [Recipient's Name],

I am writing to request a service letter regarding my employment with [Company's Name]. I worked in the capacity of [Your Job Title] from [Start Date] to [End Date]. During my time at the company, I was responsible for [Briefly describe your key responsibilities and achievements].

I would appreciate it if you could include details such as my role, the duration of my employment, and any significant contributions I made to the team. This letter would greatly assist me in my future endeavors. Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]