

Requesting A Letter Of Recommendation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Current Date]

[Recipient's Name]

[Recipient's Job Title/Position]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Subject: Request for Letter of Recommendation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your assistance with a significant step in my career path. As I embark on a new opportunity, I am in need of a letter of recommendation that highlights my skills, achievements, and character, and I believe you are the perfect person to provide this valuable endorsement.

[Explain your relationship with the recipient, e.g., "I had the pleasure of working under your guidance as a marketing intern at ABC Company for six months."]

During our time working together, I have been continually impressed by your leadership, mentorship, and dedication to achieving excellence. Your guidance and support have significantly contributed to my professional growth and skill development.

I am applying for a [position/program name] at [target organization/school]. The [position/program] aligns perfectly with my career aspirations and offers an exceptional opportunity to further my expertise in [mention relevant field/industry].

As you may recall, I have been actively involved in various projects and initiatives during my tenure at [mention your current/previous organization]. Some of the key accomplishments I'd be grateful if you could mention in the letter are:

1. [List specific achievement/project and its outcome]
2. [List another specific achievement/project and its outcome]
3. [Include any other relevant accomplishment that demonstrates your skills]

I would be immensely grateful if you could write a letter of recommendation on my behalf. Your endorsement would not only strengthen my application but also serve as a testament to my abilities and character.

If you are willing to provide this letter, I will gladly provide any additional information you may need, such as my updated resume, specific details about the position/program, or any other relevant materials.

The deadline for submitting the letter is [mention the deadline, if applicable], and I would appreciate it if you could send the letter directly to [provide information on where the letter should be sent, if known].

Thank you very much for considering my request. Your support means a great deal to me, and I truly value the impact you have had on my professional journey. I remain eager to hear from you and look forward to the possibility of collaborating again in the future.

Please do not hesitate to contact me if you have any questions or need further information.

Warmest regards,

[Your Full Name]