

Recommendation Letter Request Template

Use this template to request a **recommendation letter from a professional reference**. Make sure to personalize it based on your relationship and specific needs.

Subject: Request for Recommendation Letter

Dear [Reference's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to write a recommendation letter on my behalf. I am applying for [position/program/scholarship, etc.] at [organization/school] and believe your insight into my professional skills and accomplishments would provide a strong perspective.

During my time at [Company/Organization], I truly appreciated your mentorship and guidance, particularly on [mention a specific project, responsibility, or strength]. I believe your experience working with me makes you an ideal reference for this purpose.

The deadline for submitting the recommendation is **[insert date]**. If you are able to assist, I am happy to provide my updated resume and any additional information you may need to support your letter.

Thank you very much for considering my request. I deeply appreciate your time and support.

Please let me know if you need any further details.

Sincerely,
[Your Full Name]
[Your Contact Information]