

Dear [Supervisor's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for your invaluable guidance and support throughout my time at [Company/Department Name]. Working under your supervision has provided me with incredible learning opportunities and has contributed significantly to my personal and professional growth.

I especially appreciate the mentorship you offered during [specific project, responsibility, or period], which helped me further develop my skills in [mention a relevant skill or attribute]. Your leadership and feedback were instrumental in achieving [highlight a key achievement or milestone], and I am truly thankful for your encouragement and trust in my capabilities.

As I look to pursue new career opportunities, I am reaching out to respectfully request a letter of recommendation from you. Given your insight into my work and achievements, I believe your endorsement would be especially meaningful to prospective employers. If you are willing, I would be happy to provide additional information or discuss this further at your convenience.

Thank you once again for all of your support and for considering my request. I have greatly valued my experience working with you and hope to stay in touch moving forward.

Sincerely,  
[Your Name]