Letter of Recommendation Request Template

Dear [Recipient's Name],

I hope this message finds you well!

I'm currently in the process of applying for [position/school/scholarship/etc.]. One requirement for the application is a letter of recommendation from someone who can effectively describe my work habits, skills, and achievements.

I really enjoyed [working/studying] with you at [company/school]—particularly when we were able to collaborate on [project]. With that in mind, I thought you’d be a great person to vouch for my expertise in [key skill area] and my ability to [impressive result].

I know you're busy, so I've attached some additional information, including my updated resume, that might help you. The deadline for submitting the letter is [date]. Would you be comfortable writing a letter of this nature for me?

Let's catch up over coffee soon!

Best,

[Your Name]