

EMAIL REQUEST FOR LETTER OF RECOMMENDATION

To: _____
Email Address: _____

Sender Information:

Full Name: _____
Position/Title: _____
Organization/Company: _____
Email Address: _____

Subject: Request for Letter of Recommendation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to respectfully request a letter of recommendation from you. Your insight and perspective regarding my skills and qualifications would greatly support my application.

Purpose of the Recommendation

I am seeking this letter as part of my application for [specific opportunity, e.g., graduate school admission, job position, internship], where your endorsement would be invaluable.

Details to Include

If possible, please highlight my [specific skills, experience, accomplishments, or qualities], which you have witnessed during our time working together. Feel free to mention any particular projects or responsibilities that you believe are relevant.

Submission Instructions

The letter can be submitted directly to [institution or person] at [email or mailing address]. If a deadline applies, kindly note that the letter should be received by that time.

Gratitude and Contact

Thank you very much for considering my request. Please let me know if you need any additional information or materials from me to assist in writing the letter.

Closing

Sincerely,

Signature

Contact Information:

Phone Number: _____
Alternative Email: _____

Legal Disclaimer:

This request for a letter of recommendation is made in good faith and in accordance with applicable United States laws and regulations. The recipient is under no legal obligation to provide the letter and may decline the request without penalty. Any information shared in the letter should be truthful, accurate, and non-discriminatory. All parties agree to maintain confidentiality and respect privacy rights related to this correspondence.

Thank you for your time and consideration.

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