

LETTER OF RECOMMENDATION REQUEST EMAIL TEMPLATE

To: _____

Subject: _____
~~Salutation:~~

Dear [Recipient's Name],

Introduction:

I hope this message finds you well. I am writing to respectfully request a letter of recommendation from you, which I believe will strongly support my application for [specific opportunity, e.g., graduate school, job position, internship].

Applicant Information:

Full Name: _____

Contact Information: _____

Relationship With Recommender:

I have had the pleasure of working with you during [context of relationship, e.g., my undergraduate studies, my employment at XYZ Company], and I greatly value your insight into my skills and accomplishments.

Purpose of Recommendation:

The letter of recommendation would provide an overview of my qualifications, work ethic, and character to support my candidacy effectively.

Specific Points to Address (Optional):

- Academic achievements and relevant coursework
- Professional skills and work experience
- Personal attributes such as reliability, communication, and teamwork
- Any notable projects or accomplishments during our association

Additional Information:

Please let me know if you require any additional information or materials to assist in drafting the recommendation letter.

Closing:

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

Sign-Off:

Sincerely,

Your Full Name

Your Contact Information (email, phone, etc.)

Legal and Compliance Notice:

This letter of recommendation request is intended to comply with all applicable United States laws and regulations. By submitting this request, the undersigned agrees that the information provided is accurate and complete to the best of their knowledge, and authorizes the recipient to use this information solely for the purpose of preparing a letter of recommendation.

Confidentiality:

All information shared within this communication and any resulting correspondence shall be treated as confidential and not disclosed to unauthorized third parties. The recipient agrees to handle all personal and professional information with the utmost discretion.

Limitation of Liability:

The undersigned acknowledges that the recipient is not liable for any decisions made or actions taken based on the recommendation letter prepared in response to this request. The letter is provided as a professional opinion and does not constitute a guarantee of outcome.

Consent to Contact:

By submitting this request, the undersigned consents to being contacted by the recipient for clarifications or additional information necessary to prepare the recommendation letter.

Governing Law:

This request and any related communications shall be governed by the laws of the United States of America, without regard to its conflict of laws principles.

REQUESTER'S SIGNATURE

RECIPIENT'S ACKNOWLEDGEMENT

Signature: _____

Signature: _____

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