**EMAIL TEMPLATE**

**LETTER OF RECOMMENDATION FROM AN EMPLOYER**

Email Subject Line: Reference for **[Your Name]**

Dear Mr./Ms./Prof. **[Reference's Last Name]**

I am reaching out to you because I am applying for a new position as **[type of role]** with **[company name]**. Part of the application process is to provide letters of recommendation and I would greatly appreciate it if you could write a letter of recommendation for me.

I enjoyed our time working together at **[company name]** and I learned a lot from you when we collaborated on **[project]**. With this in mind, I think you would be a great person to vouch for my skills in **[key skill area]**. I'm currently working as **[type of role]** and this new job is closely related but will require the **[key skills]** I developed while working with you.

I will attach my current resume and the job ad to this email for you to review and if you have any other questions, I will be happy to answer them. The deadline for submitting the letter is **[date]**. I know you are busy, so if this is too soon, I completely understand. Please let me know as soon as possible if you are comfortable writing a letter like this for me.

Sincerely,

**[Your name].**