**LETTER TEMPLATE**

**LETTER OF RECOMMENDATION FROM AN EMPLOYER**

Hi **[Name]**,

I hope you’re having a great week!

I’m reaching out because I’m applying for **[type of role]** with **[type of company]** and am pulling together a few letters of recommendation to emphasize why I’m a qualified fit for this kind of position.

I really enjoyed our time working together at **[Company]**—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, if it’d help, I’m happy to pass along some additional talking points and information to make writing this letter a little easier.

Would you be comfortable writing a letter of this nature for me? Please let me know if you have any questions about this, **[Name]**. Let’s catch up over coffee soon—my treat!

All the best,

**[Your Name]**