## **EMAIL TEMPLATE FOR ASKING FOR A LETTER OF RECOMMENDATION**

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

Dear Mr./Ms./Prof. [**Reference's Last Name**] (If you are writing to a colleague, you can use "Hi [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**]. 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**].