**Letter of Recommendation Request**

**Sample Submit to A Teacher, Coworker or Friend**

Dear [Mr., Ms., Dr., etc.] Chambers,

I hope you are well! I am in the process of applying to [institution or company name]. Part of the application requires a letter of recommendation from someone who can effectively elaborate on my work habits, skills, and achievements. Based on our years of experience together, I believe you can help provide an effective, honest, and detailed letter on my behalf.

I would appreciate it if you could write a letter of recommendation for me that can help emphasize the positive work habits I have shown since we’ve known each other. The deadline for submitting the letter is [date]. If this deadline is too soon and you are unable to provide a letter by that time, please let me know as soon as possible. Additionally, if there is any information, I can provide that will help you write the letter in more detail, I would be happy to submit it to you.

Thank you for your time and efforts on my behalf.

Sincerely,

Simon Brown