**Letter Of Recommendation Request Template**

Dear Ms./Mr. *[Recommender Name]*,

I hope you’re well. I’m in the process of applying to *[school or company name]* and want to ask if you feel comfortable writing a strong letter of recommendation on my behalf.

I thoroughly enjoyed my time as *[your relationship to the recommender]*. As my *[teacher/counselor/manager]*, I believe you could honestly and effectively vouch for my *[list of skills or qualifications]* I’ve demonstrated during our time together.

I appreciate you considering my request. The deadline for submitting the letter is *[date]*. I’ve attached an updated version of my *[resume/brag sheet]*, as well as the *[job posting/admission requirements]* and details on how to submit the letter. If you need any additional information, don’t hesitate to contact me.

Thank you for your time and support.

Sincerely,

*[Your Name]*

*[Your phone number]*

*[Your email address]*