**REQUEST FOR A RECOMMENDATION LETTER**

Ashton Zimmers

123 Main Street, Anytown, CA 12345 · xxx-xxx-xxxx · abc123@email.com

September 27, 2032

Name

Designation

Company Name

Address

Dear Ms. ABC,

I am reaching out to ask you to provide me a reference for a new opportunity I am seeking with CBI Industries. Of course, I completely understand if you are unable to commit to this. Please just let me know as soon as possible.

I learned a lot about the industry while working for you at Acme Corporation, and I think you would be able to provide the kind of insight into my skills that would increase my chances of landing this new position. As you know, I have recently been employed at VBN Industries, heading their research and development division. The opportunity at CBI Industries is related but would also require many of the sales and marketing techniques I developed while working for you.

Thank you very much for considering my request. I have attached a copy of my updated resume and the job posting for your review. Gary Smith from Human Resources will be the contact person at CBI who will be in touch if you agree to provide the reference for me.

If you have any questions or need any further information, please don't hesitate to let me know.

Sincerely,

Your Name