To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Request Letter to Ask for a Letter of Recommendation**

Dear Sir/Madam,

As you have been the [mention Recipient’s Designation] of [mention Recipient’s Company Name] for the past [mention number of years], you enjoy a good reputation in the market. I am also looking to make my way in this field. So I request you to write a recommendation letter for me as it will increase my chances to get recruited in some well-reputed organization. It will be very kind of you if you can do me this favor.

Feel free to contact me any time. Looking forward to your response.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]