

Request recommendation for job application

Subject: Request for Recommendation for Job Application

Dear [Supervisor/Manager Name],

I am applying for the position of [Job Title] at [Company Name] and would appreciate it if you could provide a recommendation letter on my behalf. Working with you on [projects/tasks] has given you insight into my skills and work ethic.

The letter would need to be submitted by [date]. I can provide my resume and any additional details to make the process easier.

Thank you for considering this request.

Sincerely,

[Your Name]

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