

Casual Recommendation Email

Hi [Professor/Manager Name],

I hope you're doing well! I'm applying for [Program/Job] and was wondering if you would be willing to write me a recommendation letter.

Your guidance and support during [Course/Project/Job] mean a lot, and I think your recommendation would greatly strengthen my application. I'd be happy to provide any information or draft points to make it easier for you.

Thanks so much for considering this!

Best,

[Your Name]

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