

Heartfelt Personal Recommendation Request

Dear [Name],

I am reaching out to request your kind support in writing a letter of recommendation for me as I apply to [Program/Opportunity].

Having worked closely with you on [Project/Task/Organization], I believe you are familiar with my dedication, skills, and work ethic. Your recommendation would mean a great deal and help me take the next step in my career/education.

I would deeply appreciate your time and effort in assisting me, and I can provide any materials you may need.

Thank you sincerely,

[Your Name]

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