

Email Subject: Request a Letter of Recommendation

Dear Ms.or Mr. _____,

I am asking you to provide a reference for a new job opportunity. I enjoyed WORKING WITH YOU/ATTENDING YOUR CLASS and I value your opinion. I believe you can explain my skills and abilities to secure this new position.

Thank you very much for considering my request. I have attached a copy of my resume for your review.

!!!! - Resume

If you have any questions or need any further information, please don't hesitate to contact me. I understand if you are unable to commit to this. Please just let me know as soon as possible.

Best Regards,

Name

Email

Phone number