Sample Requests for a Letter of Recommendation

You may copy and paste the text below into a separate document. Be sure to update and adapt the information to reflect your own career situation.

Example #1:

Date

Dear ___________: 

Thank you for speaking with me yesterday regarding my career search and networking activities. I appreciate your willingness to assist.

In order to make the process as easy for you as possible, I have enclosed three documents to give you an overview of my professional background. These include my: Resume, Professional Biography, and Target Company List.

Please prepare a rough draft of your recommendation letter and send it to me by _______. I will check the document for accuracy and return it promptly with any necessary changes. The final letter should be printed on your company letterhead.

Thank you again for your assistance. I would be happy to help you in a similar capacity, should the need ever arise.

Cordially,

Your name here

Enclosures / Attachments
Example #2:

Name of Recipient
Title
Address
Address

Date

Dear (name of recipient):

Thank you for agreeing to write a letter of recommendation on my behalf. I would like to make this process as easy as possible for you, so I have enclosed several documents regarding my background and career direction.

(name of recipient), please prepare a first draft of your letter and send it to me by ______________ so that I can check it for accuracy. I will then return the document to you with any necessary edits for final printing on your company letterhead.

As appropriate, please touch on the following points in your letter:

- The development and management of key customer and vendor relationships.
- Creating new systems and adopting them as “best practices.”
- Hiring personnel across all business functions.
- President of Philadelphia Building Material Dealers Association, Board Member of the Subcontractors Association of the Delaware Valley and the Building Industry Association.
- Developing and implementing organizational initiatives.

Please be sure to include your full name, company name, title, address, phone, e-mail address and your relationship to me in the content of your letter. Other than our relationship, most of this data should be shown on the letterhead itself.

If you have any questions or concerns, please call me on my mobile phone, at (000) 000-0000, at home at (000) 000-0000. You may also e-mail me at (your e-mail address).

Thank you for your help and consideration. I would be more than happy to assist you in a similar capacity, should it ever become necessary. I look forward to receiving your draft letter.

Yours truly,

Your name here

Enclosures / Attachments