**Requesting a Recommendation Letter Email For Professional Purposes:**

To: (insert email address)

Subject: Recommendation Letter for (insert first and last name)

Dear Mr/Mrs/Miss/Ms/Dr (insert last name),

I am writing in hope that you will be willing to write my letter of recommendation for the (insert position name) at (insert company name). I have been delighted to work with you over the past (insert quantity of time) as (insert job position) and I have learnt a great deal whilst working at this position, however I feel now that it is the right time to move on due to (insert reasons).

My position at (insert company name) would allow me to (insert role description) which is something that I have always wanted to pursue. I feel like you have a good grasp of my capabilities and would be able to endorse me for this position. You understand my strengths (list a few qualities) which I think will be an asset for this new position. My goal at this job would be to (explain goal).

I am grateful for any help that you are willing to provide and I hope that it is not too much trouble. I believe my experiences with you at (insert company name) will benefit me in competing for the (insert name of new job) position. I have attached a copy of the job description and information of the company to this email. If there is any additional information that you need, do not hesitate to contact me. Thank you for your efforts.

(insert first and last name)