

## **Letter to Request Someone to Write a Recommendation Letter**

**Hadley De Vinci**

Aspire Law Ltd.

56 St. Castle Avenue, Las Vegas

7<sup>th</sup> October 2016.

**Mr. Mark Thatcher**

Legal Agency Ltd.

Block 32D, Race Course Avenue, California

Dear [Recipients Name],

I hope my letter finds you in the best of your health and spirit. It has been a long time I formally approached you. My time in your company and under your able guidance will be one of the most learning experiences of my life. It is because of that training and guidance that I have been able to steer my career on the right path and direction. I will be embarking on a new journey in a new place with new people. I would feel honored if you would be kind enough to write me a recommendation letter. This will help me immensely in securing a job at a good company and help me build my career. We have spent a lot of time on the same projects so you know not only about my professional knowledge but also about my personality and character. I believe you are the right person to endorse my skills and abilities.

Looking forward to your response

I hope you will be generous enough to write a recommendation letter for me.

**Sincerely,**

Hadley De Vinci

Assistant Lawyer, Aspire Law Ltd.