

Dear Mr. Smith,

Would you consider taking a moment to write a letter of recommendation on my behalf? I have applied for a position as a senior Sales Manager at SalesSales, Inc., and would be grateful for your recommendation.

The position for which I am applying requires specialization in small kitchen appliances, stoves, dishwashers and refrigeration; I would especially appreciate your tailoring your comments to highlight my experience in those areas. As you might recall; I was a top sales producer while employed with ABC, and know the appliance market well.

Please call me if you need more information about this opportunity or my request (555.555.555). Further, would you please address your letter to:

Bob Harris, General Manager

XXC Company

800 Office Park Lane

Any City, CA 95XXX

Your favorable recommendation should go a long way in helping me secure this great position. I'm very excited and confident I'll perform in this position just as I've done in the past. Thank you for your confidence in me and your willingness to go the extra mile to help me succeed.

Sincerely,