

[Your Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Recruiter Name]
[Agency Name]
[Agency Address]

Subject: Letter of Recommendation Request - [Your Name]

Dear [Recruiter Name],

I hope you are having a productive week.

As my internship with [Company Name] concludes on [Date], I am writing to ask if you would be willing to provide a letter of recommendation for me. I have truly enjoyed my time working under your guidance and value the insights I have gained into the recruitment and talent acquisition industry.

During my time here, I am particularly proud of my contributions to:

- [Achievement 1, e.g., Sourcing candidates for high-volume roles]
- [Achievement 2, e.g., Improving the candidate screening process]
- [Achievement 3, e.g., Managing social media outreach for new job postings]

As I begin my search for a full-time role in [Target Field/Industry], I believe your perspective on my work ethic and professional growth would be a great asset to my applications.

I have attached my updated resume for your reference. If you are able to provide a recommendation, please let me know if there is any additional information I can provide to make the process easier for you.

Thank you for your mentorship and for considering this request.

Sincerely,

[Your Name]