

Inquiry Letter of Recommendation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recommender's Name]

[Recommender's Title]

[Department or Company]

[Institution or Company's Name]

[Institution or Company's Address]

[City, State, Zip Code]

Dear [Recommender's Name],

I hope this message finds you well. I am [Your Name], and I had the pleasure of being in your [specific class or job position, e.g., Advanced Chemistry class] during [time period, e.g., the fall semester of 2021] at [Institution's Name]. I greatly appreciate your expertise in [mention specific subject or skill, e.g., organic chemistry] and the mentorship you provided during my coursework, which has significantly contributed to my academic growth.

As I am currently preparing my application for [mention the program, job, or opportunity you are applying for, e.g., a master's program in Chemical Engineering], I am reaching out to inquire if you would be willing to write a letter of recommendation on my behalf. Your perspective on my skills and experiences would be invaluable as it would provide the [admission committee, hiring manager, etc.] with a comprehensive view of my capabilities and dedication.

I understand that this is a significant request, and I would be more than happy to provide any additional information or materials, such as my resume, transcripts, or a draft of the letter to facilitate the process. I would also be glad to discuss this further at a time that is convenient for you, whether over the phone or in person.

Thank you very much for considering my request. Your support is crucial to my pursuit of further education and professional development, and I would deeply appreciate your assistance.

Looking forward to your positive response.

Warm regards,

[Your Name]