October 11, 2011

Dear :

[ Who I am, how we know each other] I am currently working on assembling my career portfolio. Could you please write a letter of recommendation addressing the following skills:

* My ability to .
* My ability to .
* My ability to .
* My ability to .

It would also be helpful if you could indicate how long you have known me and on what occasions you have worked with me. I would also appreciate it if you could address the letter to "Dear Future Employer."

I would greatly appreciate receiving this letter within the next two weeks. Please call or e-mail me and let me know when it would be convenient for me to pick up the letter. It would be helpful if I could pick up an unfolded letter. Thank you very much for your consideration and all your help. Please feel free to call me if you have any questions.

Sincerely,