Dear Mr. James,

I am writing to you today concerning my need to have a credible reference for my application. I am seeking your help to write a recommendation letter on my behalf. Since we worked together for many years, I feel like you are the perfect person to offer this information. I have also included some information along with this letter to help you with a better idea of what to write.

Today, there is a vacant position in Creative Publishing Company and I seek to pass my resume. However, a resume is not enough. I need to have a recommendation letter to get an edge among all the applicants wanting to get the position as well.

Your help in this request is deeply appreciated. If you have any questions or concerns, you may contact me through my email address provided at the back of the letter or you may simply call me on my cell phone.

Sincerely yours,

Martin King