To Whom It May Concern:

The reason why I have written this letter is to ask for a recommendation letter from you in connection with the job application I am pursuing. We have known each other since we were kids and we worked at the same company before so I truly believe that you are the perfect person to give me a letter of recommendation.

I have included my credentials and my academic endeavors along with this letter in order to give you a better idea of what to write. Through the years, you have been a witness of my success during my college years and you know everything that I have been through.

Today, I am applying for the position of customer service representative and I am about to send my resume. However, there are other applicants which are highly qualified for the job so I wish to ask for a recommendation letter from you to give me an advantage over them.

If you have any questions or concerns, you may simply call me over the phone or you may simply visit my website.

Thank you very much for your kind consideration.

Sincerely yours,

Benjamin Motto