

# Request Letter For Recommendation For Employer

From,  
Howard Hayden  
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Joliet SC 73490  
(287) 755-9948

04-05-2015

To,  
Dahlia Lee  
1293 Tincidunt Street  
Atwater Pennsylvania 76865

Subject: { \_\_\_\_\_ }

Hello Dahlia Lee,

I am here to request you for a reference letter for a new position in IBM. I understand if you are not ok to commit for this, please confirm me beforehand.

I have attached the Job Description for the new position and I am sure you can elaborate on the skill sets that match the profile and help me to hold a good opportunity in the company.

If you agree to my request, HR person Alok Sengupta will be the contact person who may inquire about my background.

Thank you for your help.

Sincerely,  
Signature  
Howard Hayden