[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: YOUR REQUEST FOR A LETTER OF RECOMMENDATION**

Dear [CONTACT NAME],

Thank you for the call last week requesting a letter of recommendation.

Your skills as a [JOB TITLE/FUNCTION] are, I’m sure, very strong. Our association has been professional in nature throughout your employment as [JOB TITLE/FUNCTION] with [ORGANISATION]. In this capacity, I could confirm your relationship with our company.

However, due to the fact that we have recently disagreed on certain matters, I believe that it would be in your best interests to obtain a letter of recommendation from someone with whom you are not currently experiencing such a difference of opinion.

Good luck to you in your job search.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]