

Dear **[Recommender's Name]**,

I hope this message finds you well. I am applying to the [Leadership Institute](#) offered by the [Young Nonprofit Professionals Network of Chicago \(YNPN Chicago\)](#), and I would be honored if you could provide a letter of recommendation in support of my application.

The program is designed to help nonprofit professionals develop essential skills to become inclusive leaders, and includes training on best practices in team management, project oversight, and organizational growth. As these align closely with my professional goals—specifically **[briefly explain how the program outcomes align with your career aspirations]**—I believe this opportunity will help me make a greater impact in my current role and beyond.

Your insight into my skills and experiences would be invaluable to my application. If you are able to provide a letter of recommendation, the submission deadline is **[insert deadline]**. My resume is attached, and I am happy to provide any additional information that may be helpful.

Thank you for considering this request. I deeply appreciate your support.

Best regards,
[Your Name]