

TEMPLATE FOR LETTER REQUESTING A LETTER OF RECOMMENDATION

(use READABLE size 12 font, standard margins, etc.)

LETTERHEAD or RETURN ADDRESS	Your name (Example: Cynthia L. Smith) Mailing address (street or P.O. Box) City, State, Zip Code Phone Number (area code) and number Email address
DATE	February 9, 2005
INSIDE ADDRESS Whom are you asking?	Mrs. (Mr., Dr., etc.) and Title (Example: Dr. Edwin M. Johnson) School or Business Name (Example: Yucca Valley High School) Mailing address (street or P.O. Box) City, State, Zip Code Phone Number (area code) number
SALUTATION	Dear Dr. Johnson:
PURPOSE State your purpose. Explain your need – what do you want?	(Example) I am compiling my portfolio to help me in the college admissions process. I will use my portfolio to support my application for college scholarships. I would very much appreciate your recommendation to include with my application.
MIDDLE PARAGRAPH Why are you asking this particular person? (It is an honor to be asked to write a letter of recommendation – how has this person impacted your life that you are asking him/her?)	(Example) I enjoyed my experience as a student in your English class. I learned much more than English skills in your class – I really came to understand that the way I did my work said who I was, and what I wanted for my life. Your teaching style and interaction with the class made the study of poetry, classic literature, and even grammar challenging and fun. I feel much more confident about my research and writing skills because of your class. I know I will use your “Quick Guide to Editing” many times throughout high school and college.
ADDITIONAL MIDDLE PARAGRAPH When do you need their letter? What other information are you giving them? How will they get letter to you (or send to institution)?	(Example) I must submit my scholarship application by (date). I am attaching my activities list and transcript for your information. Please let me know if you need any explanation or additional information. I am including a stamped, self-addressed envelope for your convenience, or I will be happy to pick up the letter from you.
THANK YOU/CLOSING PARAGRAPH	(Example) Thank you for writing a letter of recommendation for me. I appreciate your time and energy on my behalf.
SIGNATURE BLOCK Complimentary close Signature Signature identification (title)	Sincerely, (or, Your former student, etc.) Cynthia L. Smith (your signature – not typed!) Cynthia L. Smith