

## TEMPLATE FOR LETTER REQUESTING A LETTER OF RECOMMENDATION

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

<b>LETTERHEAD or RETURN ADDRESS</b>	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
<b>DATE</b>	February 9, 2005
<b>INSIDE ADDRESS</b> 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
<b>SALUTATION</b>	Dear Dr. Johnson:
<b>PURPOSE</b> 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.
<b>MIDDLE PARAGRAPH</b> 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.
<b>ADDITIONAL MIDDLE PARAGRAPH</b> 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.
<b>THANK YOU/CLOSING PARAGRAPH</b>	(Example) Thank you for writing a letter of recommendation for me. I appreciate your time and energy on my behalf.
<b>SIGNATURE BLOCK</b> Complimentary close Signature Signature identification (title)	Sincerely, (or, Your former student, etc.)  Cynthia L. Smith (your signature – not typed!)  Cynthia L. Smith