**Letter of Recommendation Request**

**Directions:** Use this template as a guide when requesting a letter of recommendation. Be sure to include the purpose, the audience, and the deadline. If a specific format, form (website), or envelope with stamp is required, then it is your responsibility to provide that information and/or materials.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am writing to ask if you would be willing to write me as strong letter or recommendation as part of my application to (name of school / job / name of scholarship)? I believe you are a (teacher, coulselor, coach, or mentor) who has great insight regarding my contributions in (the classroom, the field, the community, or campus).

I would appreciate it if you would focus on the following abilities or aspects of my character as a (student, player, volunteer, leader, etc.):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you feel you are not the best person to write this letter for me, please advise me immediately. This letter must be (completed, mailed, submitted online) by (who?) by (date) so that I can make my application deadline. I have included my

If you have any questions, or need any additional information, you may reach me by email at this address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or by phone at this number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If I can provide any other information or assistance, please let me know as soon as possible.

Sincerely,

(Type first and last name here then sign in the pace above)