

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	January 1, 2016
INSIDE ADDRESS Whom are you asking?	Mrs. (Mr., Dr., etc.) and Title (Example: Dr. Edwin M. Johnson, Chairman) (Example: English Department) 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 and scholarship process. I will use my portfolio to support my application for college admission and scholarships, employment, and special opportunities. I would very much appreciate your recommendation to include in my portfolio.
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.
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 am hoping to have my portfolio complete by January 15, 2016. I am attaching my resume and transcript for your information. Please let me know if you need any explanation or additional information. 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. I will enjoy sharing my completed portfolio with you.
SIGNATURE BLOCK Complimentary close Signature Signature identification (title)	Sincerely, (or, Your former student, etc.) Donna Dolphin (your signature – not typed!) Donna Dolphin
IEC BLOCK Indicate enclosures, attachments (This helps you check that you've included everything!)	Attachments: Resume Transcript

Be The One**COMMUNITY
FOUNDATION**
of Sarasota County

Donna Dolphin
2122 Seashore Way
Sarasota, FL 34235
941-556-7114
donnadolphin@olhs.net

January 1, 2016

Dr. Edwin M. Johnson, Chairman
English Department
Any High School
Any Street
City, State, Zip Code
Phone Number

Dear Dr. Johnson:

I am compiling my portfolio to help me in the college admissions and scholarship process. I will use my portfolio to support my application for college admission and scholarships, employment, and special opportunities. I would very much appreciate your recommendation to include in my portfolio.

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 am hoping to have my portfolio complete by January 15, 2016. I am attaching my resume and transcript for your information. Please let me know if you need any explanation or additional information. I will be happy to pick up the letter from you.

Thank you for writing a letter of recommendation for me. I appreciate your time and energy on my behalf. I will enjoy sharing my completed portfolio with you.

Sincerely, (or, Your former student, With gratitude etc.)

Donna Dolphin

Attachments: Resume
Transcript