



# RECOMMENDATION LETTER REQUEST TEMPLATE

## Handout Outline:

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**Page 2.** Request Template

A cover letter summarizes what topics you'd like your recommender to cover and how to submit it to the right schools and programs. You should ask for a recommendation letter in person and have this note ready (along with a current resume) to send to your recommender immediately after they accept the responsibility.

Your note should incorporate the following:

- 1. Begin by thanking your recommender for their time.**
- 2. Tell your recommender why you chose them to write your letter.**

- 3. Mention any notable shared memories.**

This will give them ideas to bring up when they begin writing the letter. Choose memories/stories that would impress an admissions officer.

- 4. Give instructions on how to submit their letter.**

For recommendations going to colleges, this is less important because your teacher has likely submitted letters for past students. However, different scholarships or specific programs may have a unique system. Make sure your recommender is made aware of any submission logistics.

With these points in mind, check out our template on the next page to write your recommendation letter request!



## RECOMMENDATION LETTER REQUEST TEMPLATE

Dear Mr./Mrs./Ms./Prof. \_\_\_\_\_[Teacher Name],

Thank you for agreeing to write a letter of recommendation for [COLLEGE/SCHOLARSHIP PROGRAM]! I attached my resume to this email for your reference. I will submit \_\_\_\_\_[#] applications with the intent to study \_\_\_\_\_[major]. \_\_\_\_\_[#] applications are to colleges on the Common App, and the other \_\_\_\_\_[#] are institutional applications (School A, School B, and School C). Currently, I intend to apply to \_\_\_\_\_[school] [EARLY DECISION/EARLY ACTION], making my first deadline November 1<sup>st</sup>. [Optional - I'd plan to submit my application by [date] and would really appreciate it if you could submit your letter by then as well.]

I asked you to be my recommender because I loved your \_\_\_\_\_[class] my \_\_\_\_\_[grade] year, but more importantly because of your role as \_\_\_\_\_[EC sponsor, coach, other reason - the more personal the better]. If you are comfortable doing so, I would ask that your letter speaks to the growth of \_\_\_\_\_[EC, class project, other reason] and anything you believe I may have contributed to that development. After reflecting on our shared experiences, I wanted to highlight some of the moments throughout the years that were particularly memorable to me that may fit well in your letter:

1. [Example 1]
2. [Example 2]
3. [Example 3]

I hope these points are helpful, however, please feel free to write on anything you feel is most relevant. Please let me know if you have any questions or if I can help in any way. Thanks again for your time and assistance -- I really appreciate it!

Sincerely,

\_\_\_\_\_[Your Name]