

Request for Recommendation

Dear _____, [Reference's Name]

I am reaching out to you because I am applying for [admission, program, or a scholarship – *circle one*] with _____ [college, program, or scholarship name]. Part of the application process is to provide letters of recommendation and I would greatly appreciate it if you could write a letter of recommendation for me.

I enjoyed your class, and I learned a lot from you. My favorite memory of our interaction was when _____

With this in mind, I think you would be a great person to vouch for me because _____

I will attach my current resume and my college goals to this request for you to review. If there are recommendation guidelines, I will provide those, as well. If you have any other questions, I will be happy to answer them. The deadline for submitting the letter is _____ [date].

I know you are busy, so if this is too soon, I completely understand. Please let me know as soon as possible if you are comfortable writing a letter like this for me.

If you agree to write this letter of recommendation, I will send you a link to upload the recommendation. If there is no direct link, I will provide an email or address with the name of the person to contact.

Sincerely,

[Your name and contact information]