

Sample Letter for Requesting a Recommendation

Letter from a Teacher or Administrator

Jeddly Smitson
Class 803
October 18th, 2021

Dear Ms. Smith,

Thank you for agreeing to write a recommendation for me for the Rocket Science Program at Sally Ride High School, as well as for the High School for Sustainable Fashion.

I have completed my Student Self-Reflection that you might find helping when writing these recommendation letters. You can find it here [\[link to document\]](#).

Here are some key details for these recommendations.

- ☐ The Rocket Science Program will be mailing you the recommendation form. It will come from ISAGNY. It should come within the next few weeks. If you don't see it in your inbox, please check your other mail folders, including spam or promotions. Let me know if you do not hear from them by November 10th
- ☐ The Rocket Science Program recommendation is due by November 21st.
- ☐ The High School of Sustainable Fashion needs to be mailed. I have supplied you with a stamped envelope and mailing address for this recommendation. The letter needs to be addressed to Dr. Chegly, Dean of Admissions
- ☐ The High School of Sustainable Fashion recommendation is due December 19th. Please complete on school letterhead and mail to 100 Any Street, New York, NY 00000.

Please let me know if you have any questions, or if you need anything else. I will follow up with you as the deadlines for these recommendations get closer.

Thank you again for all of your help. I really appreciate it!

Sincerely,
Jedly Smithson
Class 803

Start the letter with a salutation, be sure to spell the teacher's name correctly

Here is a How To Video to create a link for your document to put into email
<https://www.loom.com/share/12d25024929849b4aec16b3da59215c1>

Please list ALL the recommendations you are requesting in DUE DATE ORDER
Included:

- Program Names
- Tasks
- How teacher will receive the recommendation form
- Other relevant details.

Show your appreciation. Follow up with the teacher either live or in person as the deadlines approach. These follow ups should be gentle reminders.