

DATE

Dear TEACHER'S NAME (Make sure you spell it right!):

I am writing to request a special favor. I need two recommendations for my senior project. Would you please write one for me by October 31, 2013? Let me tell you a bit about myself to assist you in writing your letter. Three words I would use to describe myself are WRITE THEM HERE. My plans after Overbrook are BE SPECIFIC ABOUT WHAT YOU WANT TO BE WHEN YOU GROW UP AND WHAT COLLEGES YOU ARE CONSIDERING. I believe you are the best teacher to write me a recommendation because GIVE A PERSUASIVE REASON!

Sincerely,
YOUR NAME

PS. Could you please deliver my letter to Ms. Kingsbury in Room 301?

DATE

Dear TEACHER'S NAME (Make sure you spell it right!):

I am writing to request a special favor. I need two recommendations for my senior project. Would you please write one for me by October 31, 2013? Let me tell you a bit about myself to assist you in writing your letter. Three words I would use to describe myself are WRITE THEM HERE. My plans after Overbrook are BE SPECIFIC ABOUT WHAT YOU WANT TO BE WHEN YOU GROW UP AND WHAT COLLEGES YOU ARE CONSIDERING. I believe you are the best teacher to write me a recommendation because GIVE A PERSUASIVE REASON!

Sincerely,
YOUR NAME

PS. Could you please deliver my letter to Ms. Kingsbury in Room 301?