

Initial Email

1. Recommendation letter request for a fellowship or scholarship

SUBJECT LINE: Fellowships Recommendation Letter

Good Morning **INSERT RECOMMENDERS NAME**,

I hope you're having a wonderful summer break. I wanted to let you know that I have officially started my application process for both graduate schools as well as the **INSERT NAME OF FELLOWSHIP AND HYPERLINK IT**. I wanted to reach out and ask if you would please serve as one of my recommenders for the **INSERT NAME**. The application for the **INSERT NAME** closes on **INSERT DATE**.

I completely understand if you are unable to provide the fellowship committee with an amazing recommendation for me, but if you are able to, I am more than happy to provide you with some more information about me including my resume, transcripts, and my reasons for wanting to apply for this program. Additionally, I would love to zoom with you and discuss in more detail my future plans and answer any questions that you may have for me.

Once again thank you so much for everything. I look forward to hearing from you.

Sincerely,

YOUR NAME

2. Recommendation letter requisition for a graduate school program (asking for only one recommendation)

SUBJECT LINE: Graduate School Recommendation Letter

Good Morning **INSERT RECOMMENDERS NAME**,

I hope you're doing well. I wanted to reach out because I am in the process of applying for graduate school. One of the graduate school programs, I am applying for is **INSERT NAME OF UNIVERSITY & GRADUATE SCHOOL PROGRAM**. I plan on submitting my application on **INSERT DATE**. I understand if you may not be able to write a great/strong recommendation letter and if that is the case, please let me know. If you are willing to write me a strong recommendation, I am more than happy to provide you with so more information about my

motivations and qualification when applying for **INSERT NAME OF UNIVERSITY & GRADUATE SCHOOL PROGRAM**.

Thank you so much for your consideration and I look forward to hearing from you.

Sincerely,

YOUR NAME

3. Recommendation letter requisition for a graduate school program (asking for multiple recommendation)

SUBJECT LINE: Graduate School Recommendation Letter

Good Evening **INSERT RECOMMENDERS NAME**,

I hope you are doing well and are having a wonderful semester. I wanted to reach out because I am working on my graduate school applications, and I was wondering if you would please serve as one of my recommenders. I am applying to **INSERT NUMBER OF SCHOOLS** schools, and all of them are very similar in terms of the programs I am applying to. My goal is to get the applications in by **INSERT DATE**. I understand that you may not be able to write a great/strong recommendation letter and if that is the case, please let me know. If you are willing to write me a strong recommendation, I am more than happy to provide you with so more information about my motivations and qualification when applying for the various programs listed below. Additionally, I would love to zoom in with you and discuss my future plans in more detail and answer any questions you may have for me.

Programs I am applying to:

- **UNIVERSITY NAME - PROGRAM TITLE**

Thank you so much for your consideration and I look forward to hearing from you.

Sincerely,

YOUR NAME

Follow Up Email

Good Morning **INSERT RECOMMENDERS NAME**,

Thank you again for agreeing to serve as my **INSERT TYPE (I.E. ACADEMIC, PROFESSIONAL, PERSONAL, ETC.)** recommender for this cycle of applications. I have attached my resume and then also a little more information that might prove helpful. I have also sent you a calendar invite for **INSERT DATE** as well as entered your information in the various graduate school portals. Please let me know if you haven't received those notifications. Thank you again, please let me know if there is anything else I can provide you.

Sincerely,

YOUR NAME

THINGS TO ATTACH IN THIS EMAIL

- Resume (Master Resume Recommended)
- Unofficial Transcript (most up-to-date)
- Recommender Information Package