

Formal Letter Format Class 8 Template

Your Name
Your Address
City, State, Zip Code
Date

Teacher's Name
School Name
Address
City, State, Zip Code

Dear Sir/Madam,

I am writing this letter to request a reference letter from you for my college admission application. I am currently studying in Class 8, and I plan to pursue higher education in (course/degree) after completing my schooling.

I believe that your reference will add value to my application and increase my chances of getting admitted to the college of my choice. I have been a diligent and enthusiastic student in your class, and I hope that you can vouch for my academic abilities and personal qualities.

If it is convenient for you, please let me know how and when I can provide you with additional information or documentation to help you write the reference letter.

Thank you for your time and consideration.

Sincerely,

Your Name