

Request for a Recommendation Letter

Dear _____,
(teacher name)

Date: _____

My name is _____ and I would appreciate it if you could take the time to write a letter of recommendation on my behalf.

Please consider the following information when composing your letter:

Why I chose you (teacher) to write a recommendation letter, i.e., what class you taught me, what impact you had on me as a teacher, etc.

My personal qualities and/or experiences related to our interactions in a class or through a moderated activity.

Extracurricular Activities:

Volunteer Work:

Awards, recognitions, honors, certifications, mastered languages, etc.

(over)

My intended college major (if known):

Please submit a copy of your letter to Mr. Frank Kerber, Director of College Placement,
by _____.

Thank you for your time and effort.

Sincerely,

(name)

*****You may attach an activities resume if you have one completed.**