

Sample Email Requests for Letter of Recommendation

Applying to college? Then you know you need at least one letter of recommendation. One of the keys to securing one is sending a formal email of request that provides as many details as possible. Read the following sample and then feel free to modify it to fit your own needs. You deserve a strong letter of recommendation. This will help make sure you get one! For more tips and tricks, follow my blog, **KeskesInk.com!**

Sample #1 (if you have already requested in-person)

Dear Ms. Favorite-Teacher,

Thank you again for agreeing to write me a letter of recommendation. I still have my journal from your 2nd hour freshman year. Because of your class, I have started a new journal and try to write in it as often as I can!

This fall, I am applying to multiple schools to pursue a career in journalism. You immediately came to my mind as a teacher who knows my skills as a writer! This letter will be for the Common Application, so I will have a link sent to your email so that you can upload your letter on the Common App platform. If possible, I would like your letter by September 15th so that I can get an early jump on the application process!

I have also attached a one-page resume to give you an idea of what I have been up to since my freshman year. You will notice I have just been made the editor of the school newspaper!

Thank you for taking time out of your busy schedule to write me a letter of recommendation. I know it's going to be incredibly helpful!

Have a great day!

Ivy Bound

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Sample #2 (if you were unable to ask in-person first)

Dear Ms. Favorite-Teacher,

I hope you are having a fantastic start to the school year! I still have my journal from your 2nd hour freshman year. Because of your class, I have started a new journal and try to write in it as often as I can!

This fall, I am applying to multiple schools to pursue a career in journalism. I am wondering if you would be willing to write me a general letter of recommendation. You immediately came to my mind as a teacher who knows my skills as a writer! This letter will be for the Common Application, so if you agree to write one, I will have a link sent to your email so that you can upload your letter on the Common App platform. If possible, I would like a letter by September 15th so that I can get an early jump on the application process!

Thank you so much for considering. Your letter would mean so much to me. I have attached a one-page resume to give you an idea of what I have been up to since my freshman year. You will notice I have just been made the editor of the school newspaper!

I look forward to hearing from you.

Have a great day!

Ivy Bound