Recommendation Request Letter

Student Name:

Date:

Dear _____,

I am in the process of applying for college. I am required to submit two letters of recommendation from teachers. Would you consider writing a letter for me? If so, the schools I am applying to and my application deadlines are listed below. I have included an addressed and stamped envelope for each school. I am available to meet with you to answer any questions you may have regarding my recommendation.

Thank you so much. I really appreciate you taking time to do this for me.

Sincerely,

List of Schools:

School	Deadline