**Recommendation Letter Request Template**

Using the recommendation request template below, fill out your information to use as a rough draft for you letter.

Date

Your Name:

Your Address:

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I hope this letter finds you well. I’m writing to you today because I am applying to college. For my application, I will need a letter of recommendation. I feel you would be the perfect person to write this recommendation letter because\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Going to college is important to me because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

While I am in college, I hope to study\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will strive to achieve my goals of \_\_\_\_\_\_\_\_\_\_\_\_\_.

In your letter, you may want to mention the following characteristics, which I feel that I embody: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The letter is due\_\_\_\_\_\_\_\_\_\_\_\_, and must be submitted via\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you cannot write the letter, please let me know as soon as possible. I appreciate your time and effort in helping me achieve my dreams of becoming a college student.

Best wishes,

Your signature here