

## Sample Letter Requesting Recommendation

Date

Dear Mr./Mrs./Ms:

I am applying for admission to \_\_\_\_\_  
College/University and would value a letter of recommendation from you on my behalf.  
I would appreciate it if you would return the attached evaluation form and your letter of  
recommendation to the guidance office by \_\_\_\_\_.

Thank you very much for your help in this application process.

Sincerely,

(Your signature)  
Your full name-typed  
First, M.I., Last

### HELPFUL INFORMATION:

I am involved in the following extra-curricular activities:

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My career plans are as follows:

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I was a student in your class for:

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