

HOW TO REQUEST A LETTER OF RECOMMENDATION

Note: Always give the writer advance notice – at least 2 weeks’ notice is appropriate. Sending your request via email is also acceptable. If sending your request via email, you can omit the date and addresses at the top and begin with the salutation.

LETTERHEAD or RETURN ADDRESS	Your name (Example: Cynthia L. Smith) Mailing address (street or P.O. Box) City, State, Zip Code Phone Number (area code) and number Email address
DATE	February 9, 2012
INSIDE ADDRESS • Whom are you asking?	Mrs. (Mr., Dr., etc.) and Title (Example: Dr. Edwin M. Johnson, Chairman) School or Business Name (Example: University of North Florida) Mailing address (street or P.O. Box) City, State, Zip Code
SALUTATION	Dear Dr. Johnson:
PURPOSE • State your purpose. • Explain your need – what do you want?	(Example) My name is Cynthia Smith and I am compiling a portfolio that I will use to support my application for graduate school, scholarships, and employment opportunities. I would be most grateful if you could provide me with a letter of recommendation to complete my portfolio.
FIRST PARAGRAPH • Why are you asking this particular person? (how has this person impacted your life that you are asking him/her?)	(Example) I enjoyed my experience as a student in your Accounting class. Your teaching style and interaction with the class made the study of taxes and auditing challenging and fun. I feel much more confident about my research and analytical skills because of your class and know that I will use your “Quick Guide to Excel” many times throughout college and in my career.
SECOND PARAGRAPH • When do you need their letter? • Provide information that they can reference in your letter. • Where/to whom, should the letter be sent?	(Example) Attached you will find a copy of my current resume and transcripts. In addition, I have enclosed a bulleted list of my recent accomplishments and service/related activities that you can touch upon in your letter. My letter is due on October 15, 2015 and can be address to the following: <i>(provide a mailing address and whose attention the letter should be made out to).</i>
THANK YOU/CLOSING PARAGRAPH • Do not forget to follow up with a separate thank you letter/email once you have received the letter of recommendation	(Example) I appreciate all of the time and energy that you have invested in me and hope that you will consider writing a letter of recommendation on my behalf. Please let me know if you need any explanation or additional information, and I thank you for considering my request.
SIGNATURE BLOCK • Complimentary close • Signature • Signature identification (title)	Sincerely, (or, Your former student, etc.) Cynthia L. Smith (your signature – not typed!) Cynthia L. Smith
ATTACHMENTS	<ul style="list-style-type: none"> • Resume • Transcript • Self-addressed stamped envelope/or email to where the letter should be sent • Bulleted list of accomplishments or character traits that you’d like for the writer to reference in your letter.