

Sample Recommendation Request

[Date]

Professor William Kelly
4632 Doheny Ave.
Los Angeles, CA 90036

Dear Professor Kelly,

I am applying for the Shakespeare Scholarship and would like to request a letter of recommendation from you on my behalf. I was in your British Literature class last semester, and I really appreciated the time and assistance you offered me and all your students. My writing skills improved dramatically and I gained a better understanding of British literature.

I have since taken what I learned in your class and applied it to my work as a volunteer at Local School District 34. After graduation, I hope to pursue a career in English Secondary Education to encourage an appreciation for literature.

The Shakespeare Scholarship is for students who are interested in English education, have academic achievement and have worked with the community. Please focus on these areas when composing the letter. You can find a more detailed description of my extracurricular activities and goals in the attached resume.

I would appreciate it if you would send the attached evaluation form and your letter of recommendation in the enclosed stamped self-addressed envelope by [four weeks from the letter's date]. Thank you very much for your help in this application process.

Sincerely,

Steven Miller
456 Maple Road
New York, NY 10016
Home Phone: 915/456-8523
Mobile Phone: 915/745-9633
smiller@yahoo.com

See Other Side