

Street Address
City, State, Zipcode
Professional Email

DD/Month/Year

Name of Requestee
Title
Name of Institution
Street Address
City, State, Zipcode

Dear Name:

I would appreciate a letter from you, my Debate Coach, because you know the quality of my work and my academic potential. As I have been in a class of yours for every year of my high school career, I feel that you know me well enough to write this. The letter is for the University of Texas at Austin admission requirements.

In seeking recipients, information is requested concerning the following criteria

- Academic Performance
- Moral Quality
- Leadership Ability

A copy of my resume is attached as well as an envelope for you to place the letter of recommendation in. My transcript is also included inside the envelope.

The letter is required to be submitted in a sealed, signed, envelope in my application packet by December 10th, as the application deadline is the 15th. Whenever you have completed it, or if you need more information please let me know at phone number or email me at my above email address. Thank you for your time and effort.

Yours truly,

Name

Enc. (4)