

Requesting a Recommendation Letter Email For Academic Purposes:

To: (insert email address)

Subject: Recommendation Letter for (insert first name and last name)

Dear (insert teacher's name and appropriate addressing),

I am writing to request a recommendation letter from you as I have thoroughly enjoyed attending your (insert subject) classes. I am trusting that you know me well enough to be able to talk about my abilities and qualifications. I am looking to apply for the (insert programme or subject name) at (insert school/college/university name) which will begin (insert date). I would appreciate if you could hand me the recommendation letter in printed form by (insert date) as my application deadline is the (insert date).

I decided to choose the (insert name) programme because I really enjoy (insert reasons). I feel that at (insert school/university/college) I will be able to study the subject that I love in a great environment. I am very excited to be starting a new journey and I hope that by writing this letter you will be able to lead me towards that goal. I am including a summary sheet with this email to aid you on my achievements over the recent months and with more information on the programme I am applying for.

It would be highly appreciated if you could let me know whether you are happy to write me this recommendation and at the same time I would be happy to answer any questions you might have. I thank you in advance for considering my request and I look forward to hearing from you.

(insert your name)