

Sample Email: Asking for a Letter of Recommendation

To: jane.doe@schooldistrict.edu

From: john.smith@myschool.edu

Subject: Scholarship Recommendation for John Smith

Dear Mrs. Doe,

I am applying for the Washington Apple Education Foundation scholarship. The scholarship is offered to students who have grown up in Washington's tree fruit industry or are planning to pursue a tree fruit industry related career. One of the scholarship requirements is a letter of reference and I would be honored if you could write me a letter.

I have really enjoyed being a part of your AP math class for the past two years. At first, I was hesitant to sign up because it seemed like a really challenging course, however, you have made this class very enjoyable and I have learned a lot this year. I am very excited about starting college next year, as I will be the first in my family to attend. I think this class has prepared me for college level courses.

Thank you for your time and consideration, I would really enjoy receiving a letter from you because you have seen my academic and personal growth over the last two years. If you are able to write a letter, I will need it by 1/1/2021.

If you have any questions, feel free to contact me at (123) 456-7890 or at john.smith@myschool.edu.

Sincerely,
John Smith

Greeting: Always be sure that you address your letter writer appropriately. Pay attention to any titles they may have such as "Mr." "Mrs." "Ms." or "Dr."

Introduction and Request: Be sure to let your letter writer know why you need this letter and remember to ask; Don't automatically assume that they will say yes.

Body and information: In this section you will want to share why you have chosen them, your goals and any other information you would like them to share about you, that you have not already shared in your application. Examples include, active participation and growth that may not be reflected on your transcript, study habits, college plans, any learning disabilities and goals and accomplishments (being the first in your family to attend college, etc.).

Thank you: Always thank your letter writer for considering your request and taking the time to write you a letter if they choose to do so. In this section it is also important to provide the date that you will need the letter back. As a rule of thumb, give your letter writer at least 2-3 weeks to write your letter.

Questions: If you are participating in running start and are not on campus full time or if you're in college, you will want your professor to be able to reach you in case they are not able to write the letter or need more information from you.

Closing: Remember to always sign your name. If you are in college and one of your professors is your letter writer, consider including the course name and number (ENGL 101) of the course you are taking with them below your name to avoid any confusion.