

Your address

Date

Receiver's address

Subject line: Letter of Recommendation Request from X (your name)

Dear Mr./Ms. B (teacher's name),

I hope this letter finds you well. I am writing to you to request if you can be my reference as I apply for y (course) at the z (university/college name and address).

Your classes have always been interesting to me, and they sparked my interest in pursuing this field of study. You may recall that I spent a good amount of time working on aa (relevant topic) when I was in school.

I have also spent my free time taking up projects in the same field of work. My experiences have solidified my resolve to pursue this line of work. I know that I can contribute to the ethos of z (university/college name and address) because of my passion for the subject.

I look forward to hearing back from you on whether you will be able to give me a positive recommendation.

Thank you in advance for your time.

Yours sincerely,

X (your name).