

Your address

Date

Receiver's address

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

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

I am writing to you to let you know that I am applying to z (university/college name and address) to pursue a course in y (course). Considering you're one of the teachers who knew me the best in school, I was wondering if you would consider writing a letter of recommendation for me as part of the requirement for my college application.

I enjoyed being taught by you in school and look forward to expanding my knowledge in the field of y by pursuing this course. You can find a document with all my extra-curricular activities and grades attached to this letter.

I hope you will consider writing me a positive recommendation letter for my application.

I look forward to your reply.

Thank you for being someone I can turn to in need.

Yours sincerely,

X (your name).