

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 when you read this letter, you're as excited about making aa (subject taught) fun for students as you were when I was studying in p (school name). I wanted to keep you informed that I am applying to z (university/college name and address) to pursue a course in y (course). I am writing to check if you could be a reference.

Working under your supervision on ff (subject specific project) in my last year at school helped me really fall in love with the subject and determined to pursue it further. Because you supervised me so closely, you have the best understanding of the challenges I had to overcome to see the project through.

I was hoping you could include details of the projects we worked on together and what you observed of me directly in our interactions at school. I have also attached a document with some of my other work at school that can help you write a good letter of recommendation.

The deadline for submission of the recommendation letter is d (deadline). Please consider writing one for me before this time.

Thank you in advance for your consideration.

Yours sincerely,

X (your name).