

Your address

Date

Receiver's address

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

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

I wanted to check with you if you would write a letter of recommendation as I embark on my college life. I am applying for a course in y (course) at z (university/college name and address).

You were my d (subject) teacher in the school for four years, and I learned a lot through your mentorship over the years. Not only did you guide me through difficult projects like (list difficult projects), you also knew me outside of the classroom as a member of the theatre group.

Over the years, my interest in d (subject) has grown. The last internship we had to work on in school convinced me that this is the field of study I want to pursue and make a mark for myself.

Whether it was in the classroom or the theater room, you saw how hard I worked to deliver my best and overcome challenges I faced in school. I believe these qualities of mine will help me even in college, and I will work on contributing to various aspects of college life.

My commitment to social causes is also something you're aware of, as you've seen me preparing for several campaigns and have even attended a few yourself.

I was wondering if you could write me a letter of recommendation emphasizing these points so that my application to college is considered more seriously.

Please note that the deadline is u (deadline), so I will need confirmation before that.

Thank you for teaching me so much over the years and instilling in me the passion for pursuing this field of education.

Yours sincerely,

X (your name).