

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 you have been keeping well. I am writing to inform you that I am finally applying to my dream college z (college name and address) to study y (course being pursued). You have been instrumental in helping me make this decision. I was wondering whether you could serve as my reference.

No other teacher has seen me through the ups and downs that you have, which is why I feel that you're the best person to do it. Your classes have always inspired me to strive for more, and that's what I'm doing with this course.

Determination, social skills, and consistency are what the college is seeking, and I am certain that you can attest to those qualities in me from all the work that you have observed me do in your classes and outside (mention a few examples like projects, extra-curricular activities).

I hope you will consider writing me a positive recommendation letter for my application within the deadline of h (deadline).

I eagerly await your reply.

Thank you in advance for your time and consideration.

Yours sincerely,

X (your name).