

Letter of Recommendation Request Template

Date:

Dear [teacher name],

I will be applying for colleges this fall / Spring semester and some of the colleges I am applying to require a letter of recommendation, namely:

- 1.
- 2.
- 3.
- 4.

You have been such an influential part of my IARE days as my (teacher, coach, counsellor, mentor, project work supervisor and/or extracurricular advisor) and I know you could speak to my academic / character best. As such, would you please write a letter of recommendation on my behalf?

I would also be happy to provide any additional information about myself that may be helpful, such as a resume.

I really appreciate the consideration. If you have any other questions, please feel free to reach out.

I look forward to hearing from you.

Yours Sincerely,

[your name]

Roll Number:

Phone Number:

Email ID:

Address for correspondence:

I am enclosing the following supporting documentation about what makes you a strong candidate for graduate school. This will help them write a stronger letter. This information can include:

1. *A list of institutions, programs and their deadlines.*
2. *GRE / TOEFL / IELTS / etc. test score reports.*
3. *A copy of your CV or resume.*
4. *A consolidated grade sheet / memorandum of grades / unofficial transcript.*
5. *A list of any awards, achievements and papers you may have published.*
6. *A copy of your admissions essays.*
7. *A statement of purpose or a few paragraphs about what you hope to gain from graduate school and your future goals.*