REUQEST FOR LETTER OF RECOMMENDATION FOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am applying to university / universities in \_\_\_\_\_(country)\_\_\_\_\_\_, and would very much appreciate a recommendation letter from you.

I believe that I have distinguished myself in your class by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attached you will find my resume which lists my strengths and accomplishments to use in your letter. While I would be happy for you to include any of the attached information, I would most appreciate you focusing on the following characteristics and achievements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete the letter by \_\_\_(date)\_\_\_\_\_, and upload it to Naviance when the letter is done.

Thank you very much for your time and your valuable recommendation.

Sincerely,