Date

Dear Mrs./Ms. [Teacher’s Name],

[Three years ago], I was in your [2nd] period [Algebra 1] class.  I really enjoyed your class, and I would love it if you could write a letter of recommendation for me.  I am currently applying to the following four universities:  [Baylor, Texas Tech, UT, and Trinity].

I am enclosing my high school resume to help you create your letter.  In addition, I have included four envelopes.  If possible, I would appreciate it if you could make four copies of your letter, one for each university, seal it in each envelope, and then sign the envelope’s seal.

I will be happy to come by and collect these from you [Wednesday, October 1st before school].  If a better time will work for you, please just let me know.

Thank you in advance for all that you have done and are doing to help me get into college.  If I can be of any further help, please feel free to contact me. Sincerely,  
  
[Typed Name]

[Phone Number]