**Sample Request for Letter of Recommendation**

Dear Mrs. Abenathy,

Thank you for your willingness to write a letter of recommendation in support of my college application. This letter will give you a better idea of the classes and activities that I have been involved with throughout my high school years (also see my attached résumé).

The other people who I am asking to write a letter of recommendation are Mrs. Hernandez (Spanish), Mr. Martin (English), and Mrs. Erickson (Principal).

I am asking each person to focus on different aspects of my background, character, academics, and activities so the college will get a broad sense of my life and skills.

Could you please comment on some of the following points in your letter?

My grade in your Chemistry class (I received a B+).

My participation in your class and contributions.

My involvement in helping other students with chemistry homework, especially students who had a difficult time with the subject. As you may remember, I tutored Roxanna Barrios three times a week for one semester and her grade improved from a C- to a B.

My academic performance in other science and math classes. I earned either A’s or B’s in Biology, Algebra I and II, and Geometry. Although I had to repeat Algebra I after doing poorly, I am proud that I raised my grade from a D+ to a B-.

My goal of attending a college that has a strong science department. I plan to continue to take science courses and major in a basic science to prepare for a career as a nurse practitioner. I am very excited to be the first in my family to attend college. My parents were farm workers in Bakersfield where I was born. Although most of my older brothers and sisters graduated from high school, none have attended

college. Since my parents do not speak English, I have learned to be independent in my search for colleges and financial aid. I am very appreciative of the support from many of the teachers at Delano High School.

I appreciate you taking the time to write this letter of recommendation. Please let me know if you need any other information from me. Your support means a lot!

The letter is due on (date). Please use the attached envelope to mail the letter directly to the college (remember to check the college requirements).

Thank you again,

Your full name

Your phone number