

Sample Letter of Recommendation Request

Subject line: _____ [Your name] – letter of recommendation

Dear Professor _____,

My name is _____. I took your course, _____, in _____ semester. You may remember me/I greatly enjoyed _____ [personal anecdote/something you enjoyed from class].

I am in the process of applying to _____ [health profession program] this upcoming _____ [month] and I am trying to gather a few letters of recommendation. Because I enjoyed _____ [course], I wanted to ask if you would be willing to write me a positive letter of recommendation for my application?

I would be more than happy to meet with you at your convenience if that would be helpful. Of course, I would also provide my personal statement, resume, and any other materials that you would need to write the letter. I am planning to submit my application in _____ [month] and would need a letter by _____ [date].

If you don't feel comfortable writing me a letter of recommendation, please don't feel obligated to say yes. I completely understand.

Thank you for taking the time to consider my request.

Sincerely,

_____ [First Name Last Name]