

(Date of Letter)

(Name)

(Street Address)

(City, State and Zip Code)

Dear :

Recently I have made application for (admission to particular school, admission for membership, a specific type of license, etc.). As you might expect, and in order for the application to be complete, it is necessary for me to have submitted on my behalf certain letters of recommendation which specifically relate to

(personal character, civic undertaking, academic standing, etc.). Since you are aware of my (personal character, civic undertaking, academic standing, etc.), I thought it would be possible to prevail upon you to author a letter of recommendation on my behalf.

Should you need any specific information about my (personal character, civic undertaking, academic standing, etc.), please let me know and I will provide appropriate specifics. I will also want to visit with you personally; however, it seemed most appropriate that a written request be provided to you. It is my expectation to place a call to you within the next few days, after you have had an opportunity to view this correspondence. Once again, thank you for your anticipated cooperation.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.