Sammy Sentinel

Address ⚫ City State Zip Code ⚫ Area Code Phone# ⚫ Professional Email Address

Dear TEACHER NAME,

I am writing to ask for your consideration in providing a letter of recommendation for me in my pursuit of **(HIGHER EDUCATION OR WORK—PICK ONE**).

I am currently in the process of applying to **(PUT THE SCHOOLS OR JOB YOU ARE APPLYING** **FOR HERE).** A positive reference from you would greatly enhance my prospects of achieving entry into these universities and furthering my education in the field of **(PUT YOUR PROGRAM HERE—EXAMPLE--ENGLISH)** and my career choice of **(PUT YOUR CAREER** **CHOICE HERE IF YOU KNOW IT—ENGLISH TEACHER). THIS IS WHERE YOU WANT TO ADD PERSONAL DETAILS OF YOU, YOUR LIFE, YOUR GOALS AND ASPIRATIONS** If you could attest to the quality of my education and the skills I have learned during my four years at Veterans as well as your personal interactions with me I would sincerely appreciate it. In my attached resume, I have provided information detailing the courses I have taken during my four years, along with other achievements and awards that I have received.

The letter does need to be written on school letterhead and signed; if you could have the letters returned to me within 2-3 weeks, it would allow me to send off my application packets **(IF** **THIS IS FOR WORK ONLY, YOU WILL NEED TO REWORD)** in a timely manner. If you have any questions or need additional information please feel free to contact me at your convenience. Thank you in advance for your consideration.

Sincerely,

Sentinel Student