

Letter of Inquiry for Recommendation

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the parent of [Child's Name], who is currently in [Grade/Year] at [Current School Name]. We are in the process of applying to [Target School Name] and are reaching out to kindly request your support in providing a recommendation for my child.

[Child's Name] has truly enjoyed their time at [Current School Name], and I believe that a recommendation from you would greatly strengthen our application. [You may include a brief description of your child's strengths, interests, or achievements that the recipient may highlight in their recommendation.]

If you agree to assist us, I would be happy to provide any additional information you might need to write the letter, including deadlines and specific points that could be helpful to emphasize.

Thank you for considering this request. I appreciate the influence you have on [Child's Name]'s education and development.

Best regards,

[Your Name]

[Your Contact Information]