

Request for Teacher Recommendation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to kindly request a recommendation letter from you as I prepare for [specific purpose, e.g., a new school, scholarship application, etc.]. Your support and guidance during my time in your class have greatly influenced my learning journey.

I truly enjoyed [mention any specific subject or experience with the teacher] and believe you can provide valuable insights into my abilities and character. The deadline for submitting the recommendation is [insert deadline]. I would be happy to provide any additional information you may need to assist in writing the letter.

Thank you very much for considering my request. I greatly appreciate your help.

Sincerely,

[Your Name]