

# Request for Letter of Recommendation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a letter of recommendation for my child, [Child's Name], who is applying to [School's Name]. The school emphasizes [specific values or strengths of the school], which align with [Child's Name]'s aspirations and interests.

[Child's Name] is [briefly describe your child's strengths, interests, and relevant accomplishments]. I believe that your insight and perspective on [his/her/their] character and abilities would provide a valuable addition to [his/her/their] application.

If you agree to help us with this request, we would be happy to provide any necessary information about the school and the admissions process. The deadline for submission is [date].

Thank you for considering my request. Your support would mean a great deal to our family.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]