

Request for College Recommendation

Dear [Professor/Teacher's Name],

I hope this message finds you well. I am reaching out to kindly request a letter of recommendation from you to accompany my application for volunteer programs at [Program Name/Organization]. Having had the privilege to learn from you in [Course/Subject], I believe you can provide valuable insights into my skills and character.

The programs I am applying for emphasize [specific qualities or skills relevant to the programs, e.g., leadership, community service, etc.], and I think your perspective on my dedication and work ethic would greatly enhance my application.

The deadline for submission is [date], and I would be happy to provide any additional information or materials you might need to facilitate the writing process. I genuinely appreciate your consideration and support.

Thank you very much for your time.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Degree Program and Year]