Request for College Recommendation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Counselor's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Counselor's Name],

I hope this message finds you well. I am reaching out to kindly request your assistance in writing a letter of recommendation for my college applications. I have enjoyed working with you throughout my time at [School's Name] and believe that your insights into my character and abilities would provide valuable support to my applications.

I am applying to [Colleges/Universities you are applying to], with a focus on [Your Intended Major/Career Field]. I feel that your perspective on my academic performance and personal growth would greatly enhance my application. I plan to submit my applications by [Submission Date], and I would be grateful if you could complete the letter by [Desired Completion Date].

If you need any additional information or would like to discuss this further, please feel free to contact me. Thank you very much for considering my request. I truly appreciate your support.

Warm regards,

[Your Name]

[Your Graduation Year]