

Request for College Recommendation

Dear [Teacher's Name],

I hope this message finds you well. I am writing to kindly request a letter of recommendation from you for my college applications. As you know, I have enjoyed [mention specific class or project] during my time in your class and believe that your insight into my skills and character would greatly benefit my application.

The colleges I am applying to are [list the colleges]. The deadline for submission is [insert deadline date]. If you agree, I would be happy to provide you with more details about my achievements and any specific points you might want to include in the letter.

Thank you very much for considering my request. I truly appreciate your support and guidance throughout my education. Please let me know if you need any additional information.

Best regards,

[Your Name]

[Your Contact Information]

[Your Class/Grade]