Request for Recommendation

Date: [Insert Date]

[Teacher's Name]

[Teacher's Subject]

[School's Name]

[School's Address]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide me with a letter of recommendation for [specific purpose, e.g. college applications, scholarship opportunities, etc.]. I have greatly appreciated your guidance and support during my time in [mention specific class or activity], and I believe that your insights would provide a valuable perspective on my abilities and character.

As you know, I am planning to apply to [mention the name of the school, program, or scholarship], and I am excited about the opportunity. Your recommendation would greatly enhance my application.

If you agree, I can provide you with any additional information or materials you may need, including my resume, a list of my achievements, and details about the programs I am applying to.

Thank you very much for considering my request. I understand that you have a busy schedule, so I truly appreciate your time and support.

Sincerely,

[Your Name]

[Your Grade]

[Your Contact Information]