Dear ___________________,

I would appreciate it if you would write me a college recommendation letter. I have chosen to ask you to write me this letter because I feel that you have an accurate understanding of my academic abilities and potential. I would also like to give you some personal information about myself to assist you in writing this letter.

I believe that the best piece of work (paper, lab, oral presentation, etc.) that I did for your class was:

My favorite memory of your class was:

My proudest moment in your class was:

What I found most challenging about your class was:

Throughout my high school years, I’ve grown in the following ways:

I am thinking about applying to the following colleges:

At this point, I plan on majoring in:

If there is any other information you will need to write the letter, I would be more than happy to speak with you at your convenience. My first application deadline is ____________________.

Thank you very much.

Sincerely,

____________________________________