

Recommendation Request Email Sample

Hello Mr./Mrs./Dr./Name

Thank you for your willingness to write a recommendation on my behalf.

Here are few details that may help you

- I plan to pursue and major in <XYZ> and explore the career of <XYZ> in the long term
- I am applying to the following Universities:
 - Univ 1 (brief reason)
 - Univ 2 (brief reason)
 - Univ 3 (brief reason)
- Attached is my resume/profile which lists some of the activities outside school
- I have also attached a recommendation template from the book “Young Innovator’s Guide to Success” that can be used as a template to make it easier on you.

I would greatly appreciate if you can emphasize on any or all of the following in the letter that you feel appropriate:

- 1) Your class <Class name> helped me enhance my ability to <add few skills> by participating in <add few details from the class such as class discussions, team projects, interesting topics covered, your leadership such as teaching assistant role>.
- 2) <Add topics/skills from the class that is connected to the area that you plan to pursuing future>.
- 3) I also wanted to thank you for helping me overcome the challenge of <mention some learnings and challenges in the class that you may have discussed with the teacher and how you resolved it with the support and changing your learning style.>

Thank you in advance for your time and support, and I appreciate your help so much. Please let me know if anything else is needed.

Sincerely,