

Asking for a letter of recommendation:

Template Outline:

1. *Start by properly addressing your email.*
2. *Remind them how they know you. Explain how the experience you had with them has impacted you.*
3. *Tell them about the opportunity or opportunities that you are interested in and why you want to ask them to write you a letter of recommendation. Give them any pertinent details about the program, including what kind it is and when the letter is due.*
4. *Offer to meet with them if you can and provide materials that will help them write your letter. Try to make it as easy as possible for them to write you a letter of recommendation.*
5. *Thank them!*

Example of Letter of Recommendation:

[SUBJECT] Letter of Recommendation Request

Dear Professor Brown,

I hope this email finds you well. My name is Emily Rodriguez, and I was in your CHEM 105 class last semester. I found the class to be challenging and rewarding. I became passionate about pursuing research in nanoparticles after learning about them in our class.

I am currently applying to programs for this summer and because your class inspired me to pursue these opportunities, I wanted to inquire if you would write a letter of recommendation for me? The earliest deadline for a letter is January 1, a month from now.

I would be more than happy to meet with you and send you my resume, personal statement, and other application materials if they would be helpful.

If you do not feel comfortable writing me a letter of recommendation, please let me know and I will ask someone else.

Thank you for taking the time to consider my request!

Best,
Emily Rodriguez

Friendly reminder about a letter of recommendation:

[SUBJECT] Reminder: Letter of Recommendation for Alex

Dear Dr. Barber,

I hope this email finds you well. I wanted to send you a friendly reminder that the letter of recommendation for the Wellesley Summer Research Program is due this week on Friday by

midnight. Please let me know if there's anything you need from me in addition to the resume and personal statement I sent you.

Thank you again for writing a letter of recommendation for me! I appreciate the time and effort you are putting into supporting my goals.

Best,
Alex Chen