Date

 Student Name

 Address

 Address

 Phone

Dear Mrs. *Smith*,

I am in the process of preparing my college applications, and these applications must be accompanied by letters of recommendation.

I am writing, therefore, to ask if you would be willing to provide me with a positive letter of recommendation.

I truly enjoyed my classroom experience with you last year. I learned quite a bit and found the course material to be very interesting. As a result, I am giving thought to pursuing a *business* track in college.

I hope I left you with a favorable impression regarding my work ethic and character.

I truly appreciate your consideration in writing a letter of recommendation to support my college applications. If you are able to prepare a letter of recommendation, I will it to be completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will supply you with a list of colleges that I am applying to within the next couple of weeks.

Sincerely,

Student Name