Bob Jones

123 My Street

My City AZ 85293

Fred Roberts

Dean of Students

Cook College

234 State Street  
Robinson TX 15432

This is test 1.

Dear Fred Roberts

I am applying to Ph.D. programs in linguistics this winter and am writing to ask if you would be willing to write a letter of recommendation in support of my applications. I plan to specialize in Sociolinguistics in English, particularly with respect to gender changes in speech. I would also like to further my understanding of English Syntactic Theory.

I believe that the two courses I took from you, LING 311 Linguistics and Society (Spring 2001) and LING 403 Seminar in Comparative Linguistics (Fall 2002), have helped me to develop a solid foundation for my graduate studies in linguistics. Our investigation into the complex and fascinating interactions among language, culture, and society planted the seed from which my passion in Sociolinguistics has grown.

I have included a summary of my academic and professional experience to help you decide whether to recommend me. I plan to apply for autumn, 2004 admission to four schools, and the applications are due in early January.

Should you decide to recommend me, I will send you a draft of my statement of purpose, copies of my transcripts, my resume, a writing sample, and any other materials you think would help you in the evaluation process. If you have any questions, please contact me by phone at (555) 555-0199 or by e-mail at someone@example.com.

Thank you for your time and consideration. I look forward to hearing from you!

Sincerely,

Bob Jones

Enclosure

Fred Flinstone

456 Prehistoric Way

Bedrock MI 49890

Alan Anderson

Professor

Cartoon College

555 Any Street  
Anytown AK 88876

This is test 2.

Dear Alan Anderson

I am applying to Ph.D. programs in linguistics this winter and am writing to ask if you would be willing to write a letter of recommendation in support of my applications. I plan to specialize in Sociolinguistics in English, particularly with respect to gender changes in speech. I would also like to further my understanding of English Syntactic Theory.

I believe that the two courses I took from you, LING 311 Linguistics and Society (Spring 2001) and LING 403 Seminar in Comparative Linguistics (Fall 2002), have helped me to develop a solid foundation for my graduate studies in linguistics. Our investigation into the complex and fascinating interactions among language, culture, and society planted the seed from which my passion in Sociolinguistics has grown.

I have included a summary of my academic and professional experience to help you decide whether to recommend me. I plan to apply for autumn, 2004 admission to four schools, and the applications are due in early January.

Should you decide to recommend me, I will send you a draft of my statement of purpose, copies of my transcripts, my resume, a writing sample, and any other materials you think would help you in the evaluation process. If you have any questions, please contact me by phone at (555) 555-0199 or by e-mail at someone@example.com.

Thank you for your time and consideration. I look forward to hearing from you!

Sincerely,

Fred Flinstone

Enclosure