

Sample Request for Letters of Recommendation

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Date _____

Dear _____

I am applying for _____. I am
required to submit _____ letter(s) of recommendation. Would you consider writing a letter
for me? I have attached the instructions for the letter. My deadline is _____;
therefore, I will pick up your letter by _____. You may put it in a sealed
envelope if you prefer. Thank you so much. I really appreciate your taking time to do this for me.

Sincerely,

Name of Student _____

Source: College Counseling Sourcebook, 4th Edition

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