

Date

Recommender Name

Recommender Position

Recommender Organization

Dear (Recommender Name),

Thank you for being willing to write me a letter of recommendation in support of my (internship, scholarship, admission, etc.) application. I have attached additional information to include my educational goals and involvement to assist you in completing the letter. (Provide details of how to complete and submit the letter (ex. via online or enclosed form). The letter is due on (Day, Date). Please inform me when you have completed (and submitted) the letter (and when I may come pick it up).

I appreciate you taking the time to write this letter of recommendation. Please let me know if you need any other information from me. Thank you again.

Sincerely,

Your signature

Print Your Name

Your email

Your phone number