**REQUEST FOR A RECOMMENDATION LETTER**

Your Name

123 Main Street, Anytown, CA 12345 · xxx-xxx-xxxx · your.name@email.com

March 19, 2021

Name

Designation

Acme University

Address

Dear Professor ABC,

I have greatly enjoyed and benefited from the four classes that I took with you over the past three years. I was hoping that you might know me well enough and have a high enough regard for my abilities to write a general recommendation for my credentials file.

As you can see from the attached cover letter, I am targeting positions in the publishing industry which will draw upon my writing and editing skills, as well as my organizational ability.

I have included a summary sheet to refresh your memory about some of my key papers including my senior thesis. I have also attached my resume which will bring you up to date about some of my accomplishments outside the classroom.

Please let me know if you are comfortable endorsing my candidacy for jobs in the publishing industry. I would be happy to answer any questions and provide further information which will help you to write your recommendation. Can we meet during your office hours to discuss this further?

Thanks so much for all you have done for me and for taking the time to review this request.

Sincerely,

*Your signature* (signature hard copy)

Your Name