

Informal Letter Sample for College Application Asking for Recommendation

Use this template to request a college recommendation from a teacher or mentor in a friendly, respectful manner.

Dear [Teacher/Mentor's First Name],

I hope you're doing well! I wanted to reach out and share some exciting news—I'm getting ready to apply for college this fall. As part of the application process, I need a recommendation letter, and I immediately thought of you. Your class had a big impact on me, and I really appreciated your support throughout [specific subject, project, or year]. I feel like you know me well as a student and as a person, and your perspective would mean a lot to the admissions committee.

Would you feel comfortable writing a recommendation on my behalf? I'm happy to send you any details or deadlines you might need and can share more about the colleges I'm applying to and what I hope to study.

Thank you so much for considering this! Your support would truly make a difference.

Looking forward to hearing from you.

Best,

[Your Name]

Tips:

- Personalize your letter by mentioning specific memories or ways your teacher/mentor helped you.
- Attach or mention your resume or list of achievements if needed.
- Mention the deadline for the recommendation.
- Always thank them for their time and support.