

Sample Letter of Recommendation Request

Pepperdine Student
123 Main Street
Los Angeles, CA 90000
(111) 222-3333

November 30, 2013

ABC Elementary School
1234 Any Street
Los Angeles, CA 90000
c/o Mr. Joe Doe (please forward)
RE: LETTER OF RECOMMENDATION

Dear Mr. Doe:

I hope you are enjoying your well-deserved retirement. I have fond memories of your exemplary leadership and support for teachers during my employment at XYZ Elementary School. Presently, I am applying to various school districts and am required to submit three letters of recommendation. As you were always a positive role model and a mentor, your name was the first that came to mind. I am writing to ask if you would write a letter of recommendation on my behalf.

I would like to provide you with some background information that may assist you, should you decide to write this letter. I grew up in Los Angeles and attended XYZ Senior School and University of California, Los Angeles. Thereafter, I attended Pepperdine University's Graduate School of Education and Psychology for my teaching credential and Master of Arts in Education. While under your direction, I attended many science seminars, assisted you with the hiring of new employees, and was an active lead teacher in the Rena Walker's Accelerated Literacy Reading Program.

I was hired by you at XYZ School, taught 2nd grade for the first four years, and in my last year, per your request, had a wonderful experience teaching Kindergarten. At the end of the 2003 school year, I took a leave of absence in order to raise a family. Presently, I have three children and my youngest will attend school next year.

Attached, you will find a copy of my most recent résumé. Please feel free to contact me if you need any additional information. I look forward to hearing from you, and I thank you in advance for your time.

Sincerely,

Pepperdine Student