

Sample Letter of Recommendation Request

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

November 30, 2008

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 good leadership, and support for teachers during my employment at XYZ Elementary School. Presently, I am applying to various school districts. Furthermore, I 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 a letter on my behalf. I grew up in Los Angeles, and attended XYZ Senior School and University of California Los Angeles. Thereafter I attended Pepperdine Graduate School of Education and Psychology for my teaching credential and Masters 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, I taught 2nd grade for the first four years and in my last year per your good request, experienced teaching Kindergarten, as you may remember. At the end of the 1998 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 can find a copy of my most recent résumé. Please feel free to contact me if you need any more information. I look forward to hearing from you and I thank you in advance for your time.

Sincerely,

Pepperdine Student