

# Getting Letters of Recommendation for Graduate School

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**John Smith**

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July 7, 2024

**Professor Jane Doe**

Professor of Biology

Department of Biological Sciences

University of Cityville

456 University Avenue

Cityville, CA 12345

Dear Professor Doe,

I hope this message finds you well. My name is John Smith, and I had the pleasure of being a student in your Molecular Biology class during the Fall 2023 semester. I am writing to request your support in writing a letter of recommendation for my application to the Master's Program in Biotechnology at State University.

During my time in your class, I thoroughly enjoyed the in-depth discussions and hands-on laboratory sessions. Your guidance and insights significantly contributed to my academic growth and have inspired me to pursue further studies in the field of biotechnology.

I am particularly interested in the cutting-edge research opportunities and interdisciplinary approach offered by the Master's Program at State University. I believe that my experiences and academic background make me a strong candidate for this program. I am confident that your recommendation would provide valuable insight into my qualifications and dedication.

I would be grateful if you could address the following points in your letter:

- My performance and participation in your Molecular Biology class.
- Any projects or assignments where I demonstrated significant skills or knowledge.
- My ability to work independently and as part of a team.
- Any other observations that you feel would strengthen my application.

The deadline for submission is August 15, 2024. The letter can be submitted online through the State University application portal or mailed to the admissions office at:

Graduate Admissions Office  
State University  
789 College Drive  
Townsville, CA 67890

I have attached my CV and statement of purpose for your reference.

Thank you very much for considering my request. I understand that writing a letter of recommendation is a significant commitment, and I greatly appreciate your time and effort. If you need any additional information, please do not hesitate to contact me.

Sincerely,

**John Smith**