To: Jim johnson@college.edu

Subject: Letter of Recommendation Request for Jane Doe

Dear Professor Johnson,

I was hoping you would be willing and able to write me a letter of recommendation. My name is Jane Doe, and I was at the university from 2007 to 2011, graduating with a B.A. in English.

After researching numerous programs, I fell in love with the program at the University of Texas, Austin. I actually remember you mentioning the program in class one day, and you had nothing but good things to say about it, as I believe a writing partner of yours teaches there. So, when it came time to finding the program that would be right for me, I kept Austin at the top of my list.

You were there when I first decided to start my collection of fiction, and you saw how that collection evolved and changed over the course of a year. If it weren’t for your encouragement, I would have never submitted my “Kite Girl” story to the school’s writing contest and won.

The letter would need to be mailed directly from you to the UT Austin writing program and must be postmarked no later than February 1, 2012. If you are able to write the recommendation, I will send you a stamped and addressed envelope for your convenience and email you a reminder two weeks before it is due. I know you are quite busy,

Best,

Jane Doe