

Dear Dr. Smith,

My name is Jenny Jane Doe, and I am writing to request that you write a letter of recommendation for me. I am applying for undergraduate admission to several colleges this year, and your recommendation for these programs would be greatly appreciated. I have attached a brief resume, an autobiographical paragraph, and the forms for each of the schools, as well as addressed envelopes for each recommendation.

I was in your English 101: Ancient Works of Literature class last fall. I earned a grade of “A” and you had indicated that you enjoyed my paper “Gilgamesh: The Man IS a Myth (or A Legend in His Own Mind).” I hope this helps.

In chronological order by due date, the recommendations are for:

Caltech – November 1  
Office of Admissions  
Pasadena, CA 10000

MIT – November 1  
Office of Admissions  
Cambridge, MA 10001

Texas A&M Honors Program – November 15  
(please write my name and “Texas A&M on the front of the envelope and deliver to Ms. Vann in the TAMS Academic Office – Marquis Hall Room 134 by Nov. 10)

Rice – December 1  
Office of Admissions  
Houston, TX 10003

UNC – Chapel Hill – January 1  
Office of Admissions  
Chapel Hill, NC 10004

Texas Tech – January 1  
Office of Admissions  
Lubbock, TX 10005

Thank you so much for your time. I will contact you in the spring to let you know the results of these applications. If you have any questions or need additional information, please call me at 369-5555 or email me at [jdoe0001@unt.edu](mailto:jdoe0001@unt.edu)

Sincerely,

Jenny Jane Doe