**How to Ask for A Letter of Recommendation Professor Version**

Dear Dr. Douglass, (To professor or employer of choice-someone who can attest to your skills)

I hope this message finds you well. I am writing to kindly request a letter of recommendation in support of my application for a [JOB/ORGANIZATION POSITION/SCHOLARSHIP].

During the [COURSE NAME] course in [SEMESTER], your instruction significantly contributed to my understanding of [FIELD—e.g., patient care, clinical nursing skills, etc.]. Your insight into my academic work and practical skills has been incredibly formative in my development as a future nurse.

As someone who has evaluated my performance and can speak to my abilities, your recommendation would be invaluable. I believe your perspective on my strengths in [FIELD—e.g., clinical judgment, communication, teamwork] would greatly enhance my application. I am eager to bring the skills I have developed—both in class and during clinicals—into a hospital setting to continue growing and providing excellent patient care.

I have attached my resume and unofficial transcript for your reference. If you are willing, I would be honored to include your letter with my application materials. Please feel free to reach out if you need any additional information. I can be reached at [EMAIL] or [PHONE NUMBER].

Thank you very much for your time and consideration. I truly appreciate your support.

Warm regards,  
[Your Full Name]  
[Your School Name]  
[Relevant School Officer Positions]

**KEY TIPS!!!**

Always confirm with the recommender in advance if they are willing to write a letter and provide them with all necessary information and materials such as deadlines, application details, and your resume.

1. Initial Request (In Person or Via Email):

* **Ask in person if possible:** This shows respect for the recommender's time and allows for a more personal conversation.
* **If in person isn't feasible, use email:** Clearly state your request and why you're asking them specifically.
* **Give them an "out":** Make it clear they can decline if they're unable or uncomfortable writing the letter.
* **Confirm their willingness before proceeding:** Don't assume they'll write the letter until they've agreed.

2. Follow-Up (Formal Request):

* **Email is the standard:** Use a formal email to follow up on your initial request.
* **Include all necessary information:**
  + **Due date:** When the letter is needed.
  + **Application details:** The name of the school or program, and whether it's for a scholarship or job.
  + **Your resume:** A current resume helps the recommender tailor the letter.
  + **A brief description of your goals:** Why you're applying and what you hope to achieve.
  + **Recommender-specific instructions:** If the application requires specific information or forms.
* **Thank them again for their time:** Show your appreciation for their willingness to help.

3. Submission:

* **Electronic submission is preferred:** Most applications have online portals for recommender submissions.
* **Follow the application's instructions:** Some applications might have specific formatting requirements or submission methods.
* **Don't submit your own letter:** Recommenders should submit their letters directly to ensure validity.
* **Check in with your recommenders:** Ensure they've received the information and are on track.