

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Offer of Letter of Recommendation

Dear :

As you step into this next phase of your academic career, I wanted to inform you that I am available to write you a letter of recommendation.

Please feel free to contact me if you are in need of a reference or recommendation.

Sincerely,

N A M E