

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: Recommendation Letter Requesting Reply

Dear :

I am very please to be able to write a letter of recommendation for {Name}. {Name} has been a student at {Name} for years. During those three years I have had the opportunity to advise and instruct her/him in her/his academic career. I believe that {Name} would be a superb recipient of the {Name} scholarship. {Name} has shown to be an energetic learner and very interested in the field of psychology. He/She has been a wonderful student who has shown much initiative in wanting to learn. He/His has done excellent research in the area of cognitive psychology. Of course, her/his grades reflect her/his hard work. However, {Name} also does excellent work outside the classroom. He/She is president of the Psychology Club. As you can tell, {Name} is an excellent student and person.

Please reply to me regarding this recommendation. I would love to discuss the potential of {Name}.

Sincerely,

N A M E