

[Your Name]
[Street Address]
[City, ST ZIP Code]
[Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I am applying to Ph.D. programs in linguistics this winter and am writing to ask if you would be willing to write a letter of recommendation in support of my applications. I plan to specialize in Sociolinguistics in English, particularly with respect to gender changes in speech. I would also like to further my understanding of English Syntactic Theory.

I believe that the two courses I took from you, LING 311 Linguistics and Society ([Term] [year]) and LING 403 Seminar in Comparative Linguistics ([Term] [year]), have helped me to develop a solid foundation for my graduate studies in linguistics. Our investigation into the complex and fascinating interactions among language, culture, and society planted the seed from which my passion in Sociolinguistics has grown.

I have included a summary of my academic and professional experience to help you decide whether to recommend me. I plan to apply for autumn, [year] admission to four schools, and the applications are due in early January.

Should you decide to recommend me, I will send you a draft of my statement of purpose, copies of my transcripts, my resume, a writing sample, and any other materials you think would help you in the evaluation process. If you have any questions, please contact me by phone at [phone] or by email at [email]. Thank you for your time and consideration. I look forward to hearing from you!

Sincerely,

[Your Name]

Enclosure