

# Sample Recommendation Request

## Sample letter

Date

Name and address of reference

Dear Dr. \_\_\_\_\_:

I am beginning the process of applying to (medical school, dental school, optometry school, veterinary school etc.) and would like to request a letter of recommendation from you. Since taking your BIO xxxx course, I have completed my pre-med minor and have been working on a research project in the field of xxxxx.

In your letter, I would like you to focus on my academic abilities and leadership potential (include examples or other focus items). You may recall that I was the team leader for our project on xxxxx. Your letter will be included in my Health Professions file and become part of my composite letter of recommendation (or letter packet). Please make your letter as explicit and concrete as possible and give examples. You have my permission to include grades and/or class rank in your letter and I have enclosed a letter of recommendation release form for your records.

I have also included a resume, which outlines my achievements, activities, and experiences. If you feel it would be helpful, I would be happy to meet with you to discuss this letter and my professional goals. Please complete your letter by XXXX. Admissions committees require letters to be on letterhead and signed. Please send an email copy of your letter to [um.healthprofessions@maine.edu](mailto:um.healthprofessions@maine.edu).

Thank you in advance for your willingness to write this letter of recommendation.

Sincerely,  
Your Name

## Sample e-mail

Dear Dr. \_\_\_\_\_,

About a week ago, I sent you a request to write a letter of recommendation for me. I am hopeful that you will be able to support my candidacy for (medical school, dental school, optometry school, veterinary school etc). If you would find it helpful, to meet in person, I would be happy to do so. The deadline for submitting your letter is XXXX. If this is a problem, please let me know. Admissions committees require letters to be on letterhead and signed. Please send an email copy of your letter to [um.healthprofessions@maine.edu](mailto:um.healthprofessions@maine.edu).

Thank you for writing this letter of recommendation for me.

Sincerely,  
Your name