

Date

Dear Mr/Mrs. _____,

I am writing to ask if you would be willing to write a strong letter of recommendation for me for my college applications. Since I have had you as a classroom teacher here at Narragansett High School during the past four years, I hope that you are able to identify my educational and personal strengths in such a letter.

I will be applying to the following schools:

Name of School	Due Date	Hard Copy needed?	Common Application?

If Possible, please complete this letter of recommendation and return to my guidance counselor, Mr. Pinch/ Mrs. Afonso by _____. Thank you so much for your consideration of this request.

Sincerely,

Signature