Letters of Recommendation

Part I: Write an email request for a letter of recommendation

“Would you be willing to write a positive letter …”

Who are you? How do they know you?
Why are you qualified? What is the letter for?
When is it due? What is the process?

Part II: Write a draft letter for them to edit

Subject: Recommendation for Wendy MACKAY
for a Ph.D. position at the XYZ lab

Dear <Name>:

I met Wendy Mackay …