



Sample Email Request for Recommendation

*Hello Professor Knox,*

*I hope you are doing well! I greatly enjoyed taking your “Heat and Thermodynamics” course last semester. It was one of my favorite courses at X university, especially the laboratory work.*

*I am preparing my medical school applications at the moment, and I was wondering if you would you be willing to write a strong letter of recommendation on my behalf? If you are willing, I can provide you with supplemental documents to aid you in writing your letter, including my transcripts, CV, personal statement draft, and all the necessary guidelines for reference submission.*

*Thank you for considering this request.*

*Best,*

*Rebecca Stone*