

Charles Passe
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September 27, 2018

John Smith
Office Manager
Acme Corporation
123 Main Boulevard, Ste. 000
Anytown, AZ 12345

Dear (Professor, Dr., Mr., or Ms.) Higgins,

As part of the prerequisites for consideration of a scholarship to (graduate school, the IUP honors track, etc.), I have been asked to provide a letter of recommendation. Would you be so kind as to write such a letter, with particular comments in regard to our past association in (the honors program, an internship, coursework, conference, etc.)?

The deadline for submitting the letter is (date), and if you are unable to provide a letter, please let me know by (one week from the date of this letter).

Thank you in advance for your time.

Regards,

Eliza Doolittle