

[Click here](#) to get this template as a Google doc.

<p>Dear _____,</p>	<p>If possible, choose someone from a school or work experience—like a teacher, the principal, a professor, your supervisor, or someone you've volunteered with.</p>
<p>I am applying for a teacher prep program at _____! As part of the application, I need to provide a letter of recommendation.</p>	<p>Provide the name of the program, and a link. Many recommenders like to get more information so they can tailor the letter!</p>
<p>Would you be willing to write me a letter that highlights _____?</p> <p>I really enjoyed _____.</p>	<p>If you want the recommender to discuss something particular, this is a good place to note it.</p> <p>For example:</p> <p>Would you be willing to write me a letter that highlights the work I have done with students on our field trips?</p> <p>Would you be willing to write me a letter that highlights my volunteer work with the after school program?</p> <p>Then follow up with specific examples of what you enjoyed in the work.</p>
<p>I want to become a _____ teacher, and I believe this program will prepare me for the next step in that journey.</p>	<p>Let your recommender know what subject or grade you hope to teach.</p>
<p>The deadline for submitting the letter is _____. If you are unable to provide a letter, please let me know by _____.</p> <p>To submit the letter, you'll receive instructions by email from the program.</p> <p>Thank you in advance for your time, and please don't hesitate to reach out if you have any questions!</p> <p>Sincerely, Your name Your email or phone number</p>	<p>Give your recommender all the info they need to submit on time and in the right way!</p>