

## TCSS Capstone Project: Sample Letter Requesting Letter of Recommendation

Directions: You can use this template to craft a letter to request that someone complete a letter of recommendation for you. At least one letter of recommendation is a requirement as a part of your Capstone Portfolio.

Date

Name of your Employer, Mentor, Supervisor, etc.

Name of Business

Address

Lagrange, GA 30240

Dear \_\_\_\_\_:

As a part of my Senior Capstone Project at \_\_\_\_\_ High School, I am required to include a letter of recommendation in my final portfolio. I am writing to you in hopes that you will be willing to write a recommendation describing your experience working with me. Hopefully, your letter of recommendation could be used not only in my portfolio, but also for future employment opportunities. My portfolio must be complete by \_\_\_\_\_, 2017. Please let me know by \_\_\_\_\_, 2017 if you are able to complete this letter for me. I can pick up the letter in person, or you can email it to me at [your.name@gmail.com](mailto:your.name@gmail.com). Thank you for your time.

Sincerely,

Your Name [signed]

Your Name [typed]