

CollegeReadyParent.org

REFERENCE REQUEST TEMPLATE

Use this printable as a guide when your student is asking a teacher, coach, or mentor for a recommendation letter. It includes space for the key details they'll need - and a sample message to help with tone and clarity.

Who You're Asking

- Name: _____
- Role (e.g. Teacher, Club Sponsor): _____
- How they know your student: _____

Details They'll Need

- Name of scholarship or college: _____
- Deadline: _____
- Submission method (email/portal): _____

What You Hope They Highlight

- Traits to mention (e.g. leadership, curiosity): _____
- Specific story or moment they could reference: _____

Sample Email Script

Dear [Mr./Ms. LastName],

I'm applying for [name of scholarship or college], and I was wondering if you'd be willing to write a recommendation letter for me. You've seen me grow in [class/club], and I think you could speak to [specific trait or moment].

The deadline is [date], and they'll contact you directly at [email method] to submit. I've attached a short sheet with my academic info, resume, and what I'm applying for. Please let me know if you're comfortable with this - and thank you again for your time and support!

