Crystal Herman

English Teacher

A.C.E.A.

884 E Isabella Rd.

Midland, MI 48640

Request for Letter of Recommendation

Dear Ms Herman:

It would be very helpful if you could write a letter describing your impression of me with regard to the following qualities:

( Give details so it’s easier to write)

* Length of time you’ve known me
* How you know me
* Character (honesty)
* Reliability
* Punctuality
* Flexibility
* Teamwork
* Willingness to Learn
* Communication Skills

My goal is to turn in a copy of the letter to my instructor by (2 weeks or so). Please let me know if there is anything I can do to help make this possible. Thank you very much for your help

Jane Doe