



## **Letter of Recommendation Request Email Template**

*Be sure to modify templates slightly to make them your own.*

NOTE: Ideally, your letter of recommendation should come from a science professor that has taught you multiple courses and has given you high marks. Before sending this letter, it is important to establish rapport with the professor. This is done by visiting office hours 2+ times and sending thank you emails.

Subject: Inquiry from (First and Last Name) from (Course Name)

Dear Professor ( Last Name),

Hope all is well! I wanted to let you know that I thoroughly enjoyed the material you presented in class (if you have taken more than one course with the professor list all courses.) Your lectures were incredibly engaging and have given me a new appreciation for (subject matter).

I plan on applying to dental school this upcoming June and it would be an honor to have a letter of recommendation from you. I am certain you are exceedingly busy, but if you think you might have the time, it would be most appreciated.

Thank you again for your time, guidance, and consideration.

Have a great day,  
(First and Last name)

[See second page for follow up email]



## **Follow up email after the professor says YES!**

Dear Professor (Last Name),

Thank you so much; it is an honor to have a letter of recommendation from you.

I am going to forward you the form that the centralized dental school application (AADSAS) uses. If at all possible they would like the letter by June 1st for processing.

Please let me know if there is any additional information that I could provide you with (ie. transcript, personal statement, a sample draft letter of recommendation).

Thank you again,

(First and Last Name)