

REQUESTING A LETTER OF REFERENCE (Ask a former teacher, supervisor, or respected person in your community)

1. Identify yourself. Hello, this is _____ calling.
2. State the reason for your call. I am calling to ask if you would be willing to write a letter of reference for me.
3. If the person agrees, explain what the letter is for. I am applying for _____, and a letter of reference is required.
4. Provide the person with recent information about you related to the application. Just to give you a bit of an update, these are a few of the things I have done related to this application: _____
5. Let them know when you need the letter. I'll need this letter before: (pick a date at least ten days prior to the application deadline _____).
6. Establish a time when you can pick it up. When would be a good time to pick up the letter?
7. Thank them for their time. Thank you so much for taking the time to write the letter. I really appreciate your help.