

**TO:**

**Potential LOR Writer**

**SUBJECT:**

**Letter of Recommendation Request**

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Dear Prof. or Dr. [professor's last name],

I know that you are really busy now that the Fall semester has started, but I wanted to ask you whether you would be willing to write me a strong and positive letter of recommendation for grad school? I am still working on emailing professors to find out if they are accepting students, but as of right now, I am planning on applying to [# of programs + # of fellowships (if applicable)]. I would really appreciate it, but I will also understand if you are not able to.

Thank you,  
[your first/last name]