

Emailing Your Recommenders

Here's sample language you could use for emailing your recommender. Obviously, you should tailor it based on your relationship with your recommender. Sometimes, it's helpful to mention a specific aspect of the work you've done for them, particularly if you wrote a paper for their class or worked with them on a big project at your job. If it's been a while since they've heard from you, it might make sense to also include an explanation of what you've been doing in the time since, a brief line on why you're interested in attending law school, or other explanations.

Dear Mr. Messi,

I hope you're doing well. I'm writing because I really enjoyed our class/conversations/my time working for you and wanted to ask if you'd be willing to write me a letter of recommendation for law school.

I understand that you're busy, and I completely understand if you don't have the capacity. But if you do, I would really appreciate your advocacy on my behalf. For your knowledge—I wouldn't need the letter until August, and I can send you a short biographical one-pager about me along with a resume, transcript, and any additional materials that you might find helpful. Thank you so much.

Best,

Cristiano

Subject: Happy Holidays + Asking for a Letter of Recommendation

Hi Professor McGonagall!

I hope you're doing well—it's been a while since our last History of the Ministry of Magic class and even longer since we actually got to meet in person. It's certainly been a strange year.

I wanted to reach out because I'm applying to law school next year and I was wondering if you'd be willing to write a letter of recommendation for me. Your class helped me to understand how structural inequities are baked into our magical law system, and I'm excited about the possibility of addressing those issues through a legal career. I've attached my resume and a copy of the paper I wrote for your course last semester, if that helps!

Obviously, I understand if you're too busy or otherwise unable to serve as a reference for me, and I appreciate you considering it nonetheless. Either way, I hope you're doing well with the family during this pandemic. And I wanted to express my gratitude for your courses—both were some of the most engaging courses I took last semester, and I loved the classroom dynamic that you built for us.

Sincerely,

Hermione Granger