

Subject: Request for Letter of Recommendation

Dear Professor,

I hope this email finds you well! My name is Fiona Fowler, and I had the pleasure of taking your Business Writing class during the 2024-2025 school year at Harper College. I truly appreciate your insightful lectures and the support you provided during my studies.

I am reaching out to request a letter of recommendation as I am applying for a sales and marketing position with United Food Group, which I discovered on Hire a Hawk this past week. This role excites me because it aligns perfectly with my career aspirations in marketing and public relations, particularly as it involves exercising my creativity.

I am specifically asking you for this recommendation because I greatly admired your teaching methodology and your insights during our course. I believe you can speak to my skills in my work ethic, as well as my commitment to succeeding in the class.

The deadline for submission is May 25th 2025. The letter can be submitted directly through the company's website or emailed to me, and I am happy to provide further details and instructions if needed.

If you would like, I can also send you my current resume and any other materials that may help you in writing the letter. Thank you very much for considering my request. I truly appreciate your time and support!

Best regards,

Fiona Fowler

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