

Recommendation Request Template

Opportunity Pakistan · opportunitypakistan.com/guides · Ask at least 3–4 weeks before the deadline. Ask in person if you can, then send this email so your teacher has everything in one place.

Email to your teacher

Subject: Recommendation request for [program name] (due [date])

Dear [Sir/Madam/Mr./Ms. Surname],

I'm applying to [program name], a [one-line description, e.g. "four-week online summer program in mathematics"] run by [organisation]. Because I [did well in / enjoyed / worked on X] in your class, I'd be very grateful if you would write a recommendation for me.

The deadline is [date]. [Explain how to submit: e.g. "You'll receive an email from the program with an upload link" or "The form is attached".]

I've attached my CV and a one-page summary below to make it easier. Please let me know if you'd like to discuss it or need anything else.

Thank you very much for considering this.

Kind regards,

[Full name], [class/section]

One-page summary for your recommender

Program: [name, organisation, link to the official page]

Deadline and how to submit: [date; method]

What the program looks for: [2–3 qualities from its official website]

My work in your class: [specific projects, results or moments they may remember]

Two or three things I hope you could mention:

- [e.g. how I approached the physics project on...]
- [e.g. my role in helping classmates prepare for...]

Why I'm applying: [2–3 sentences]

Reminders

- ☐ Send a polite reminder one week before the deadline
- ☐ Confirm it has been submitted
- ☐ Send a thank-you note, and tell them the outcome