

DRAFT

Dear Mr. English,

My name is William Miller and you may remember me as a student in your sixth period English11 class for the school year 2015-2016. English has always been a subject I've found to be challenging, but your class made it enjoyable for me. I always appreciated your calm demeanor and the way you listen attentively to everyone's opinions and ideas. You made lessons that I have feared to start less difficult. I had less anxiety around making mistakes knowing you would provide constructive feedback and patience in helping me understand how to improve my writing skills. You also made class fun!

I am currently in the process of choosing and applying to post high school programs. I was wondering if you would be willing to draft a letter of recommendation for me? We have been told many times that it is important to request these in advance, my first deadline is in two months.

To support you in writing this letter, I have shared my **POST HIGH SCHOOL** google folder with you that contains the following items:

- Post High School Plan - programs I am applying to, application format and deadlines.
- Resume - overview of my current involvement & activities
- Coursework & My Grades 9-12 - you can tell my sophomore year was hard for me but I did bring my grades up.
- Senior Essay - Who am I? What then can I become? How will I get there? My essay from Senior English for the High School & Beyond Plan requirement.

I would be more than happy to meet with you at your convenience to answer any questions. We can have lunch, I can bring pizza! I would greatly appreciate your help and feel that your recommendation would be a definite asset to my applications.

Thank you again for your time and consideration.

Sincerely,

Signature

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