

Sample Letter of Recommendation Request

Date

Name
Job Title

Address

Dear _____:

Hello! I have been recently nominated for an award from the Gulf Coast Association for the Education of Young Children. This is a proud achievement for me because it recognizes the hard work and commitment that I put towards young children and early childhood education. In order to complete the nomination process and be considered for the award I need to collect examples of my work and letters of recommendation.

I would like to ask you to write me a letter of recommendation for this award. Your letter will give the award committee a better understanding of the impact of the work that I do. I have attached information about some of my accomplishments and experiences. Could you please comment on any of the following points in your letter?

- My work with children/learners-learning activities, interactions, values
- My relationships with parents, staff, and community
- My professionalism-education, training, attitude

I appreciate you taking the time to write this letter of recommendation. Please let me know if you need any other information from me. Your support means a lot!

The letter is due on (*date*). Please use the attached envelope and give back to me.

Thank you again.

Your Signature