



WE ARE NEW YORK'S LAW SCHOOL

REQUESTING A  
LETTER OF RECOMMENDATION

Dear [Professor/Supervisor],

I am writing to request a letter of recommendation from you for my application to law school. I believe that our [professional/academic] interactions and the work I've submitted to you demonstrate the best of my academic abilities, and I would be grateful if you testified to the high quality of my work.

This letter must be submitted to the Law School Admission Council (online) by [deadline].

To ensure that you have a comprehensive understanding of my abilities and desire to attend law school, I have attached the following documents:

- **Transcript**—My complete undergraduate transcript
- **LSAT Score(s)**—My scores on the Law School Admission Test
- **Resume**—My work experience and the skills I've developed through jobs and internships, as well as my on-campus and volunteer activities
- **Personal Statement**—A story that highlights my unique skills and/or passion for law school
- **Academic Summary**—A summary of my work for you [Attach papers, test, or projects, if available.]

I include all of this information to make writing a recommendation easier for you. Furthermore, I have been told by law school admissions professionals that letters of recommendation are most persuasive when the author can provide anecdotes of the [student's/employee's] work and can assess how it compares to work by others similarly situated.

If you are able to provide a recommendation, I would first welcome the chance to meet with you and discuss my academic ability, personal qualities, and how much the opportunity to attend law school means to me. Please let me know when you might be able to speak.

Finally, I am asking for this favor because I believe you would feel comfortable writing a very positive letter on my behalf. If you are unable to do so for any reason, please let me know. I would be honored to have your recommendation, but I want to be respectful of your workload and the limits on your time.

Thank you very much for your attention to this matter.

Sincerely,  
[Your name]

This email is a guide and not meant to be copied verbatim. Your email will vary depending on the nature of your relationship to your recommender, among other things. You should draft your email accordingly.