

[Email Subject: Recommendation Request]

Hello _____,

As a Horticulture major, I have greatly enjoyed and benefited from the classes I have taken with you over the past year, including the Plant Propagation and Greenhouse Management classes. I appreciate that you were always willing to help me when I came to your office hours with questions. I am reaching out to ask if you would feel comfortable writing a recommendation letter for my application to several Master's programs in Plant Pathology.

I have included a summary sheet to refresh your memory about some of my key papers, including my senior thesis. I have also attached my resume. The application is due March 16th, and I would be happy to provide further information that can help you write your recommendation, if you agree to do so.

Thank you for all you have done for me and for taking the time to consider this request.

Sincerely,

[NAME]