TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Graduate Recommendation Letter

Dear **[NAME]**

I hope this email finds you well.

I plan on submitting my graduate school applications **[ON DATE OR IN # OF DAYS/WEEKS]**, so I wanted to send you a reminder regarding your recommendation letter.

Please let me know if there’s any additional information, I can provide you.

Thanks again for your support!

Best,