

Dear {Recommender's name},

I hope this email finds you well.

I was/am a student in your {place experience here}. I am writing to ask if you would write a letter of recommendation on my behalf. I always appreciated your perspective and judgment. It is my desire to keep this letter {confidential/open}. (*We recommend keeping the letter open for employment purposes.*)

For your convenience, I have attached a link to the Career Center Credentials Services page, where you may access the [letter of recommendation form](#).

After you submit the form, you will receive a confirmation email. The Career Center will then verify your electronic signature and print the letter on Villanova University letterhead.

Sincerely,

{Your name

Graduation month and year

Banner ID}