

Letter # 1: Routine Request

Assignment:

Write a letter to your instructor requesting a letter of recommendation. You may be applying to graduate school, for a scholarship, for an internship, or for a full-time job. You select the scenario that is most applicable to your current situation.

Preparation:

Review How to write a routine request.

Format:

Use the **modified block letter format** for this assignment. Please refer to page 134-140 for an explanation of the block and modified block formats. The example in your book on page 137 is for a modified block format letter without letterhead with open punctuation. You will use closed punctuation so look carefully at the template provided at the beginning of this paragraph.

The format of your letter tells the reader a lot about you and your professionalism. Pay particular attention to your letter's margins, line spacing, font type and size, and placement of letter parts such as the return address, date, inside address, salutation, complimentary close, and signature block.

Your instructor's name and office location are located on your syllabus. Florida International University's address is as follows: Florida International University, Miami, FL 33199.

Organization

Introduction/Opening: Begin your memo with an introductory paragraph that states your purpose and makes the request. Assume the reader will want to comply with your request.

Body/Discussion: In the first paragraph of the body include information that refreshes the reader's memory about your relationship with him/her.

In the next paragraph refer to your resume (you do not need to include your resume) and elaborate on experience that distinguishes you from other applicants or candidates.

In the third paragraph of the body (the fourth paragraph of the letter), provide the name and title of the person you would like the letter be mailed to and provide a reasonable deadline for sending the letter. Mention the preaddressed stamped envelope to encourage a timely response; however, you do not need to include a preaddressed stamped envelope for this assignment.

Conclusion/Closing: Begin your closing paragraph with a courteous transition and thank the reader in advance for his/her time. Conclude your letter with by indicating how the reader may contact you if he/she has questions.

Encl.: Resume

Preaddressed Stamped Envelope