

LETTER OF REQUEST

Julie Jones
5842 Elm Street
Ortonville, MI 48462

Joc Smith
1025 Ortonville Road
Ortonville, MI 48462

Dear Mr. Smith:

I am writing this letter hoping that you will write me a letter of recommendation. Since you are a graduate of CMU, and you have had me in your Social Studies classes for the last three years, I strongly feel that you would be a perfect recommendation for my admission to your Alma mater.

I plan on going into the education department. As you know, CMU is dedicated to the field of teaching. I have tutored students in Spanish for Spanish club for four years, and I have been a member of NHS for two years. Since my sophomore year, I have been active in Literary Club, where I volunteer at Belle Ann Elementary once a week and read to first graders. I want to stress to the admissions office my contact with children in an academic setting, and my strong academic background. As of now, I have a 3.62 grade point average, and have been on the honor role since fifth grade.

I am sending my application to Central at the end of November. If you were willing to write me a recommendation, it would be great if I could have it by November 15, 2009. It needs to be addressed to the Dean of Admissions. I have also attached a copy of the application to CMU in case you need more information. Thank you so much for your time and help.

Sincerely,
Julie Jones

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