

التاريخ

اسم الدكتور

عنوانه

Dear اسم الدكتور

I am applying to a Ph.D. program in \*\*\*\*\* this year and am writing to ask if you would be willing to write a letter of recommendation in support of my applications. I plan to specialize in \*\*\*\*\*.

I believe that the two courses I took from you have helped me to develop a solid foundation for my graduate studies in \*\*\*\*\*. I have included a summary of my academic and professional experience to help you decide whether to recommend me. I plan to apply for September, 2006 admission to four Universities, and the applications are due in early January.

Should you decide to recommend me, I will send you a draft of my statement of purpose, copies of my transcripts, my resume, a writing sample, and any other materials you think would help you in the evaluation process. If you have any questions, please contact me by phone at \*\*\*\*\* or by e-mail at \*\*\*\*\*.

Thank you for your time and consideration. I look forward to hearing from you!

Sincerely,

\*\*\*\*\*

غير النجوم الى ما هو مناسب

مع تمنياتنا لك بالتوفيق