

## Recommendation Request Template

The Gephardt Institute suggests reaching out for a recommendation regarding the cohort programs well before the **application deadline at 5 p.m. on Jan. 26, 2024**. For your convenience, this letter can serve as a template for such an email. You are welcome to copy, paste, and customize the below text in order to draft recommendation requests.

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Hello \_\_\_\_\_,

I am applying to **[insert program name]** through the Gephardt Institute for Civic and Community Engagement at Washington University in St. Louis.

As part of the application process, I am required to include a recommendation from someone who can speak to my professional or academic experience, or interest in, civic or community engagement. Due to our work together on **[insert project/organization name]**, I thought you would be an excellent reference. More information on the programs can be found [here](#).

The application and recommendation deadline is **Jan. 26, 2024 at 5 p.m.**, so I am reaching out to you now to provide adequate time for completion. The recommendation is available as a simple web form and can be found [here](#). It should only take 10-20 minutes of your time and simply requires you to verify personal information, explain how we know each other, and why you think I would excel in this program.

Please let me know if you will be able to submit a recommendation on my behalf so that I can plan accordingly, and if you have any questions about the opportunity or my interest in the program. I'm very excited about the prospect of participating in this program and look forward to your reply. Thanks very much.

Best,

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