Dear {place recommender’s name here},

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}.

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

When the letter is complete, you may sign it electronically and email it to the Career center at credentials@villanova.edu.

Sincerely,

{Your name

Graduation month and year

Banner ID}