Dear Sir/Madam,

I would to formally request a professional/personal recommendation letter for admissions to medical school. I intend to apply to the following medical schools: [Insert List of Medical Schools].

I have enclosed a copy of my AMCAS application and my resume/CV as a reference to my professional and extracurricular achievements that often remain unseen in an academic environment. I have also enclosed a copy of the letter request from AMCAS/AACOMAS, which outlines and provides the necessary information for submission of the letter.

AMCAS/AACOMAS/Some Medical School has required that all letters of recommendation be submitted by [ENTER DATE]. Please keep in touch with me in regards to this matter. Feel free to contact me by email or by phone at your earliest convenience. I really appreciate your time and help.

Regards,

John Q. Doe

Email: john\_doe@emailaddress.edu

Tel: 555-555-5555