
Worksheet 10: Draft Request for Letter of Recommendation

DATE _____

Dear _____,

How are you? As you know, it is the beginning of my senior year and time to start the college application process. I would like to ask you to write a letter of recommendation for me. Since entering high school, I have been a student in your class for:

Additionally,

I have attached a draft version of my activity sheet for your review. It contains details about my involvement in activities both in and out of school, as well as the awards that I have won.

- Since I don't have a finalized list of colleges that I plan to apply to, you can address the letter to the Admissions Committee. I expect to need ___ copies of this letter.
- I will be providing you with pre-addressed, stamped envelopes, so that you will be able to directly mail the letters to the colleges.
- I plan to use the Common Application website for my applications and will "invite" you to upload your letter directly to the site. Please keep an eye out for the email.
- I may choose to participate in the Immediate Decision Day process, which requires the letters to be presented directly to the admissions officer at the time of my appointment. I will also provide envelopes properly labeled for this purpose.
- I plan to apply before the Early Action deadline. All of my materials, including your letter, need to be completed and submitted by _____.

And finally, can you please send a copy of the letter to my guidance counselor, _____, so he/she can keep it in my file for future use.

I greatly appreciate your time and effort to write this letter. It has been a great experience to have you as a teacher. If you would like to contact me or need additional information, you can email me at _____.

Thank you!
