



Dear

I hope this note finds you well.

I am writing to request a recommendation letter to college. I would be honored if you would grant my request as I [insert how you know them and what was valuable about your interaction].

Should you choose to do this for me (and I really hope you will), I wanted to alert you of three things:

1. Please be on the lookout for an email from [insert college(s)] requesting the letter/evaluation form
2. I have added you as a recommender on the common application/naviance/parchment/[insert online platform], and you can place the same recommendation letter on there by going here: [insert URL]
3. Please send me a copy of the recommendation letter signed and on letterhead. If you can email a pdf copy that would be great. However, I can also pick it up from you in person next week, or you can mail it to: [insert address]

This is a really exciting time, and I count you among the supporters who helped to get me to this point.

Please let me know if you will be able to help me at your earliest convenience.

All Best,

Name

Email address

Phone number

PS. I have included my college resume. Do let me know if you need to see anything else that will help.