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## Reference Sheet D: Sample Request for Letter of Recommendation

September 20, 2014

Dear Ms. Portnoy,

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

- College Accounting—Senior Year
- Web Design—Sophomore Year
- Computer Essentials—Freshman Year

Additionally, I have volunteered for the last two years at the Celebrate Education event and participated in the FBLA Tax Day Competitions. For the past three years, I have been a member in good standing in the Business and Marketing Honor Society and DECA. I plan to major in accounting, eventually earning my Certified Public Accounting license.

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 **10** 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 **November 15<sup>th</sup>**.

And finally, can you please send a copy of the letter to my guidance counselor, **Ms. Kirby**, so 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 student@email.com.

Thank you!

A. Student