

# LETTER OF RECOMMENDATION

## REQUESTING RECOMMENDERS



### Sample Email Template

| replace copy in red |

Dear **Ms./Mrs./Mr.** \_\_\_\_\_,

As I prepare for my journey into higher education, I am hoping to gather a letter of recommendation from you that I can use for my college application this Fall.

As my high school **insert content area** teacher, I feel a recommendation letter from you will bring my college application to life and provide insight into my character, learning abilities, maturity, and leadership qualities.

To assist you in this process, I have attached a "**brag sheet**" to this email which speaks about who I am and highlights my accomplishments, leadership skills, and volunteer/employment experiences throughout my high school career. If you need any additional information, please contact me via **insert email or phone number**. I am also **cc-ing my counselor** in case you have any other questions about this process

Thank you for your consideration and continuous support. I will be adding your name and email address to **insert name(s) of application type (i.e. Common, SUNY, CUNY Application)** for submitting your letter. I humbly ask that this step be completed by **insert date**.

PS. **I have/have not (you will only be able to choose ONE option)** waived my rights to review my recommendation letter.

Sincerely,

Your Name



**Student Leadership Network**



The Young Women's  
Leadership Schools



Young Women's  
Leadership Network



CollegeBound  
Initiative



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## Things to Keep In Mind

- It is never too early to request a recommender to write a letter on your behalf.
- If possible, place your request in the spring of your junior year. Follow-up with your recommender a month before your requested deadline and two weeks before it is due to ensure that it is submitted.
- In your email for requesting a letter of recommendation, you will share your decision for either **waiving or not waiving your FERPA rights** to review your letter. Ensure that you understand what this means before including your decision in the email.
- These are examples of the recommendation sections of the Common and CUNY Applications.

**Invite Teacher**

Email Address

Subject \*

Title

First Name \*

Last Name \*

Cancel Invite

## Common Application Screenshots

**Teacher**

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

Required: 1    Optional: 2

<b>Matt Saccocio</b>	X
Social Studies	
Assigned on 11/02/2020	
Teacher Evaluation	Submitted : 11/05/2020

**Recommendations**

If you would like to include a letter of recommendation, add your recommender's information below. Recommendation letters are optional for most programs.

\*First Name

\*Last Name

\*Email Address

Recommender's Title

Relationship to You

*\*Do you wish to waive your right to examine this letter of recommendation?*

Yes     No

*Under the Family Educational Rights and Privacy Act of 1974, enrolled students have access to their education record, including letters of recommendation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence.*

*If you would like to include a personal note in the notification email that is delivered, please use the space below:*

Add

## CUNY Application Screenshot

