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
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.