REQUEST FOR A TEACHER LETTER OF RECOMMENDATION

Student:_____ **Date:** _____

Cor: _____ **Cell Phone#**_____

Dear

Thank you for agreeing to write a letter of recommendation for me. Hopefully the information below and attached will help you with the letter. I have enclosed a stamped, self-addressed envelope for each college listed below and would appreciate it if you would mail the letter before the corresponding deadline. If there are specific forms that must be completed to accompany your letter, I have enclosed the appropriate form(s). The letter should be on school letterhead. If the college is holding an onsite at St. Francis Prep, you may give the letter to me or drop it off in the College Office N201.

Again, thank you for taking time to recommend me. I will be sure to let you know what my status is as soon as I hear.

Colleges to which I plan to apply	Deadlines	Check for Onsite