

Sample Letter to Provide to Recommending Teachers

Hi Mrs. Sellers,

Thank you so much for agreeing to write a college letter of recommendation on my behalf!

As I mentioned to you when we met, I am applying to five different colleges. Two of the colleges use the Common App and you can submit one copy of your letter of recommendation for all of these schools by logging into the “Recommender” section of the Common App website after you receive an email invitation from me (<https://www.commonapp.org/Login>).

For the other two colleges, I have included a postmarked envelope where each letter of recommendation needs to be sent. I am applying Early Action to SDSU, and the deadline for their letter of recommendation is October 15th. The other school, as well as the 6 from Common App, I am applying regular decision. These recommendation letters are due on January 1st.

The reason I asked you to be my recommender is because your class taught me how to become a better writer, which will help me in all areas of my studies in college. Below are a few things I will always remember from your class and I hope they will help make writing my letter easier:

- I attached one of the last essays that we wrote in your class, to show how much I have improved by continuously writing in your class. I went from receiving fours and fives on essays to mostly sevens.
- In the beginning of the year, you gave the class the example of how the whole class must come together to make each others become more successful writers. You told us to “Remember the cow!!!”.
- Before the AP test, you told the class to imagine a mini version of you on our shoulder, yelling at us during the test to address the prompt. This created a hilarious visual in my head that actually worked when it came down to the AP test!
- I always volunteered to pass out papers, return essays, and I even volunteered to go first for presentations.

I hope these points are helpful to you as you write the letter; however, do feel free to focus on other topics related to my in-class performance that you think the college might like to know.

Again, thank you for your time. I know how busy you are and I really appreciate your help. Please let me know if you have any questions or if I can be of any help – elandoe@gmail.com

With gratitude,
Elan