

123 Main Street
Seattle, WA 98105
January 15, 2009

Mary Smith, Head Counselor
American High School
1000 2nd Avenue
Seattle, WA 98100

Dear Ms. Smith,

Thank you once again for writing my college recommendations. I really appreciate all of your help this year. Below I have listed the colleges to which Mid-Year Reports should be sent.

The University of Chicago has its own forms. I have grouped the Common Application schools together.

I have enclosed a stamped, addressed envelope for each college. I would very much appreciate it if you would keep copies just in case they are lost in the mail.

College-Specific Forms

University of Chicago

Common Application Schools

Carleton College
Occidental College
Whitman College
Lewis and Clark College

If you have any questions, please call me at (206) 123-4567. Again, thank you so much for your help.

Sincerely,

Prospective C. Freshman