

123 Main Street
Seattle, WA 98105
October 15, 2009

Mary Smith
Head Counselor
American High School
4567 Smith Avenue
Seattle, WA 98198

Dear Ms. Smith,

Thank you for agreeing to write my college recommendations. I really appreciate your willingness to help me. Below I have listed the colleges I am applying to and their application deadlines.

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

I have enclosed a stamped, addressed envelope for each college.

I would also appreciate it if you would keep copies just in case they are lost in the mail.

College-Specific Forms

University of Chicago January 1

Common Application Schools

Carleton College	January 15
Lewis and Clark College	January 15
Occidental College	January 10
Pomona College*	January 2 (this is a receipt date)
Whitman College	January 15

*Note that Pomona requires a School Report Supplement, which I have enclosed.

I have also filled out a copy of your Request for Recommendation (attached) and enclosed a resume. If you have any questions, please call me at (206) 123-4567. Again, thank you so much for your help.

Sincerely,

Prospective C. Freshman