

123 Main Street
Seattle, WA 98105
October 15, 2009

Mary Smith
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 help. Below I have listed the colleges I am applying to and their application deadlines.

The University of Washington Honors Program wants a recommendation on school letterhead. 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. The University of Washington Honors Program recommendation can be sealed and returned to me in the envelope provided (I am supposed to return it with my application).

I would also appreciate it if you would keep copies just in case they are lost in the mail. I have enclosed money to cover the cost of photocopying.

Recommendation on American Letterhead

U of Washington Honors December 1

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

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