

## **Cover Sheet to Give to Other People Writing Letters of Recommendation**

**DATE:**

**TO:** (Recommender)

**FROM:** (Your name)

**Telephone:**

**Email:**

Thank you so much for agreeing to write letters of recommendation for my college applications. I can't tell you how much I appreciate this. Here is a list of the materials I am providing you:

1. Activities Resume
2. Your College List Organized by Application Due Dates
3. Additional information
4. Stamped, college addressed envelopes

Please let me know if you need anything else.