

Cover Sheet to Give to Teachers

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. High School Counseling Office Materials
2. Activities Resume
3. College List Organized by Application Due Dates
4. Teacher Evaluation and Instructor Recommendation Forms
5. Stamped, college-addressed envelopes
6. Other information

Please let me know if you need anything else.