



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.