

TIPS FOR REQUESTING LETTERS OF RECOMMENDATION THROUGH EMAIL



As a general rule you should:

1. Request the letter as early as possible to allow the recommender time to submit. They are very busy and may have many students requesting a letter of recommendation on top of all of the work they already do. The counselor will also need to provide a lot of documentation, so make sure you are giving them PLENTY of time to gather and submit their documents.
2. Include your name in the subject line.
3. Make sure to indicate who you are, not just your name. Teachers and counselors work with a lot of students and teachers often teach multiple subjects and grade levels.
4. Be polite when asking. Do not demand. You want their recommendation to reflect positively.
5. Tell them a little bit about MCHS, as they might not know. Let them know why you want to apply. This will help them answer the questions on the form.
6. Let the recommender know that there is a due date and request the letter be submitted BEFORE the date the application is due.
7. Ask them to email you once they have submitted the form. You will need to provide the date on your application.

EXAMPLE WHEN ASKING A TEACHER

Dear _____,

My name is _____ from your ___ period _____ class. I am interested in applying to Middle College High School. It is a high school program for students who would like a more challenging academic experience for high school. At MCHS students take both high school and college classes. I think this would be a great opportunity for me.

I am writing to ask if you would please consider filling out the _____ Teacher Recommendation form by clicking: [\(insert google doc link for appropriate Teacher Form here\)](#)

The application is asking me to provide the date the form is submitted. Can you please email me the date once it has been submitted?

The deadline to submit my portion of the application is March _____. I was hoping you would be able to fill it out by _____, as I am hoping to submit by _____, as I don't want to wait until the last minute.

If you have any questions you would like to ask me prior to filling out the form, please email me.

Thank you in advance,

_____, ___ period _____

EXAMPLE WHEN ASKING A COUNSELOR

Dear _____,

My name is _____. I am an ___ grader at _____ School. I am interested in applying to Middle College High School. It is a high school program for students who would like a more challenging academic experience for high school. At MCHS students take both high school and college classes. I think this would be a great opportunity for me.

I am writing to ask if you would please consider filling out the Counselor Recommendation form by clicking: [\(insert google doc link for Counselor Form here\)](#)

The application is asking me to provide the date the form is submitted. Can you please email me the date once it has been submitted?

The deadline to submit my portion of the application is March _____. I was hoping you would be able to fill it out by _____, as I am hoping to submit by _____, as I don't want to wait until the last minute.

If you have any questions you would like to ask me prior to filling out the form, please email me.

Thank you in advance,

_____, ___th grade student