



Cover Sheet to Give to the Counselor

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. College Secondary School Report/School Counselor forms (if online forms are not being used)
5. Copies of college applications and/or essays
6. List of teachers and other people who are writing letters of recommendation for me
7. Stamped, college-addressed envelopes (if online forms are not being used)
8. Other information

Please let me know if you need anything else.