



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 (if online forms are not being used)
5. Stamped, college-addressed envelopes (if online forms are not being used)
6. Other information

Please let me know if you need anything else.