

## How to Request Letters of Recommendation

1. Ask teachers, counselors, and administrators who know you well and who will write you a personalized, glowingly positive letter of recommendation. If this person is a teacher, it is preferable that you are currently in his or her class or were a student of theirs last year.
2. Make your request *at least two weeks* before the letter is due. Explain any extenuating circumstances to the potential letter writer.
3. Provide the recommendation form for the colleges with all the student information completed.  
**Note:** You should waive the right to see the letter if given this option. If there are no recommendation forms, then provide a photocopy of any information you have about the school or organization requesting the recommendation. Be sure to include the exact name of the organization or college and to whom the letter should be addressed.
4. Provide a photocopy of your AVID information sheet and/or educational résumé, and application essay. Keep the original for future requests.
5. Provide an up-to-date copy of your unofficial transcript.
6. Place all of the above in a file folder or 9"x12" envelope. On the front, print your name, the list of colleges to which you are applying, and the due date for each letter. Letter writers usually have the option to submit electronically or return the letter in a sealed envelope to the student to mail.
7. Mark on your calendar the date you need to give a "friendly reminder" to the letter writer. (This should be about four days before the letter is due.)
8. **Important:** After you have received the letter of recommendation, or the letter has been electronically submitted, send the writer a thank-you note. He or she will appreciate it, and chances are you will need to request another letter later in the year.
9. If the letter is given to you directly and you have not waived your right to see it, photocopy the letter before putting it in the mail. Obtain a certificate of mailing from the post office for your records.
10. NEVER hand materials to the writer on the day before you need them!