Date _____

Dear _____,

Thank you in advance to agreeing to write a recommendation. The electronic recommendations will be sent to your email. The hard copy recommendations with stamped, addressed envelopes are enclosed. Included is a copy of my student resume for you to reference, if needed. Please let me know if you have any questions or need more information.

Teacher Recommendations for: _____

My first recommendation is due on the following date: _____

Name of School	Electronic or Mail?	Due Date/Date sent