

*Students: After you've verbally and in-person asked your teacher for a letter of recommendation, below is a follow-up email you can send to them with more information about yourself to help them get a more complete picture of you outside of their classroom.*

Dear Ms./Mr. \_\_\_\_\_

Thank you for agreeing to write a letter of recommendation for my college applications. I appreciate the time and effort you will put into this. Your class [explain what made the class worthwhile for you.]. I have enjoyed learning about \_\_\_\_\_ and \_\_\_\_\_ in your class. I especially found \_\_\_\_\_ to be meaningful.

I wanted to give you more background about my high school activities and what I plan to study in college. As you may know, I have spent my extracurricular time doing \_\_\_\_\_. It has been important to me because of \_\_\_\_\_.

Academically, my interests are \_\_\_\_\_, and I plan to study \_\_\_\_\_ (and/or).

[Include any additional pertinent information, including public service, career aspirations, help you provide for your family and/or personal/family hardship you experienced during high school.]

Please let me know if you need anything additional from me to support you in writing my letter, and thank you again.

Best wishes,

\_\_\_\_\_