

Teacher Recommendation Request Packet

Checklist + copy/paste request email (one page).

Timing (simple rule)

- Ask 4–8 weeks before your first deadline (earlier is better).
- Include clear deadlines + submission instructions.
- Follow up politely with reminders (buffer matters).

Recommender packet checklist

- 1-page brag sheet (2–3 proof points + growth + strengths).
- Resume or activity list.
- School list + deadlines (or top targets).
- Intended major/interests (1–2 sentences).
- Any key context (brief, respectful).
- Submission instructions (portal / Common App / etc.).

Copy/paste request email

Subject: Recommendation Letter Request – [Your Name]

Hi [Teacher Name],

I hope you're doing well. I'm applying to college this year and I was wondering if you'd feel comfortable writing me a recommendation letter.

I'm asking you because [specific reason: how you know them / what they observed]. My first deadline is [date], and I can share a short packet with context (brag sheet, resume, deadlines) to make the process easier.

If you're able to write for me, thank you – I really appreciate it. If your schedule is too full, I completely understand.

Sincerely,
[Your Name]
[Class/Period]