Dear teacher,

My daughter Listy is apply for Harvard-Westlake and a number of other private schools for the next fall. She will need 3 recommendation letters:

1. English teacher recommendation letter
2. Math teacher recommendation letter
3. School administrator recommendation letter + transcript (principal, dean or counselor)

Can you help her ask for the permission from these teachers and obtain their email addresses?

They will receive a recommendation invitation in the email which includes a link to the recommendation page. They can fill out the recommendation online directly.

Please let Listy know if there is any issues.

Thank you in advance for your help!

Sincerely,

Yu Bai