Dear home room teacher,

My son Colin is apply for Harvard-Westlake and a number of other private schools for the next fall. He 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 him 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 Colin know if there is any issues.

Thank you in advance for your help!

Sincerely,

Yonghong Cai