

**SAMPLE "THANK YOU" NOTE TO TEACHERS WHO WRITE A LETTER
OF RECOMMENDATION FOR YOU**

Date

Dear (name of teacher):

Thank you for agreeing to write a letter of recommendation on my behalf. I know this is a busy time of year and wanted you to be aware of my appreciation of the time you will spend writing this letter for me.

I have enclosed a list of colleges that this letter needs to be sent to and application due dates, along with stamped envelopes addressed to each college.

Should you have any questions or require additional information, please contact me.

Thanks, again. I appreciate your time.

Signature