

Alexander Hamilton High School
Guidance Department
Elmsford, New York 10523
Telephone: 914-592-8440
Fax: 914-592-3343

March 2008

Dear _____,

I am applying for admission to college next year. We are required to submit 2 letters of recommendation from teachers. Would you consider writing me a letter of recommendation? I have attached a personal data sheet, to assist you in writing my letter. Since I am currently undecided as to where I am applying, you can write a general "To Whom It May Concern" letter. The guidance department would like for you to return the letter to them, no later then October 1.

Thank you. I really appreciate you taking the time to help me.

Sincerely,

Name of Student