

Dear Student of Mine,

I will be happy to write a college letter of recommendation for you—but you must make it as painless for me as possible. Therefore, I am asking you to provide me with the following materials gathered together in a package:

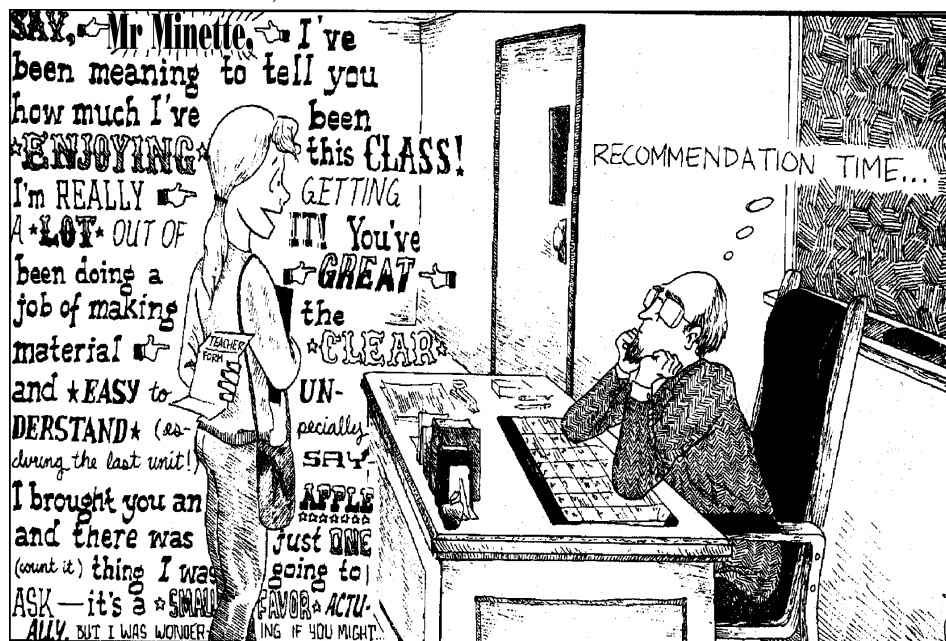
- All of the recommendation forms from the college(s) you are applying to. These forms should have all the information about you already filled in—and you should sign the form if requested.
- A stamped, addressed envelope for each of the colleges. Do not fill in the return address; I will do that.
- A copy of your résumé, *to include your social security number.*
- A copy of your transcript—just a photocopy, not an official copy.

Please have all these materials organized and to me at least two weeks before you need to have the recommendation(s) in the mail.

Remember, the easier you make this process for me, the more amiable toward you I will be feeling when I write your letter.

Thank you for your understanding.

Your harried teacher, Mr. Minette.



# HEIDELBERG HIGH SCHOOL

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