

## FRAMEWORK FOR LETTER OF ASK

**First Name Last Name**

**Address**

**City, State Zip**

**Name of Teacher or Character Reference**

**Durango High School or Place of Employment/Context**

**Email Address**

Dear Mr. Last name of reference (or, if you call them by their first name, you may use their first name),

Paragraph 1: The purpose of the first paragraph of the Letter of Ask is to:

- Reintroduce yourself to the teacher or reference; remind them of how you know them and in what context.
- Explain why you are writing this letter.
- Explain that the letter will serve as both a Letter of Recommendation for college admission and for scholarship consideration.

Paragraph 2: The purpose of the second paragraph of the letter of ask is to:

- DO- recap your experiences with this specific teacher, explaining how your learning and your goals have been realized in a certain course (or club, Ex Ed, work experience).
- DO- Explain the meaning of shared experiences to you and how your interaction with this person has positively impacted your life.
- Do- Fully unpack the reasons why this teacher/counselor/coach would be a good reference for you.
- Don't- assume you and a teacher are "close" due to Ex Ed, but rather you have developed a strong relationship due to working on something meaningful or important together
- Don't- include so many compliments that it comes across as saccharine and artificial.

Paragraph 3: The purpose of the third paragraph of the Letter of Ask is to:

- Describe your hopes, dreams, and aspirations for the future.
- Explain the specific programs or areas of study you intend to pursue (if you know).
- Talk about what you look forward to experiencing or studying in college or beyond.

Paragraph 4: The purpose of the fourth paragraph of the Letter of Ask is to:

- Thank the teacher for writing the letter of recommendation.
- Indicate any known dates/deadlines by which you need the letter.
- Thank them for spending his/her time making a difference in your future.

Sincerely or Best Regards,

Your Name (with hand written signature)