What to include when requesting a letter or reference/recommendation

Make sure you are familiar with the Ezra Stiles College Dean’s Office procedure for recommendations.

Even if you have already spoken with your recommender about writing a letter, it will likely be the most helpful to them if you make a request in writing with all the types of information you would them like to include in the letter. Begin with a simple email from your Yale mail account.

There is a worksheet on the ESDO website you can use to send to your professor, or if you feel that is too rigid, at the very least include the following in your email:

- ask your recommender(s) to write a reference or recommendation letter (on letterhead if possible)
- include the types of things you would like them to speak to (your character, work quality, acumen, timeliness, etc.)
- include a reminder of your association with them (i.e. summer internship, a performance, any course(s), any special work or projects you might have done, volunteerism, community involvements, etc.)
- let them know what future use(s) you may have for the letter (i.e. graduate school, job applications, fellowships, etc.)
- if there is an application deadline, include that so they know by when the letter is needed
  [if there is a deadline, remember to follow up with your recommender at least three days before the letter is due to this office].

Attach a completed copy of the Recommendation Release Form (found in the Dean’s office or the website) and a copy of your Curriculum Vitae if you have one.

Lastly, ask them to send the letter, with the recommendation release form, to mckenzie.granata@yale.edu and copy nilakshi.parndigamage@yale.edu, or provide for your recommender an addressed and properly postaged envelope, and we will put a copy of the letter in your file when we receive it. The recommender cannot give you the letter to give to us. When you need the letters, we will send them from here directly to the institution (please see procedure for recommendations).