

## 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 like them 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](mailto:mckenzie.granata@yale.edu) and copy [nilakshi.parndigamage@yale.edu](mailto: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](#)).