

**Sample email to a letter of recommendation writer:**

"Dear [fill in name of recommender],

Hello, I hope that this note finds you doing well! I want to thank you again for agreeing to submit a strong letter of recommendation in my pursuit of a Student Enrichment Opportunities (SEO) office supported undergraduate fellowship.

The deadline for submission of recommendation letters is Wednesday, April 15, 2020! All letters of recommendation must be emailed directly to the SEO office at (seo@sfsu.edu) in order for applications to be considered complete. If you may have any issues in submitting your letter before the deadline, could you please let me and the SEO office know?

Thank you again for your time and for agreeing to provide me with a strong letter of support. Please enjoy the rest of your day.

Sincerely,

[your name here]"

*Thanks to Torey Jacques for this sample wording.*