

# SAMPLE LETTERS FOR STUDENTS (Appendix I)

## Communicating your Interest

Communication is key to a successful search and selection experience. To request information and applications, a telephone call or communication through the Internet (email) is in order. Also, call to arrange campus visits and tours through the admissions office. For the following situations, use either postal standard mail or email. The sample letters below present appropriate responses for some of the many situations you will confront. Adapt the form appropriately for email.

### Thank You for Your Visit Letter

Director of Admissions  
College or University  
Street Address  
City, State, Zip

Date

Dear \_\_\_\_\_:

Thanks you for spending time with me when I visited your campus. I especially appreciated your arranging for me to see (name of activity or interest).

The visit increased my interest in (name of school). I am excited about the opportunity to attend (name of school).

Once again, thank you.

Sincerely yours,

*Signature*

Name and Social Security Number  
Your Street Address  
City, State, Zip  
Telephone Number

### Thank You for the Alumni Interview

Director of Alumnus or Alumna  
College or University  
Street Address  
City, State, Zip

Date

Dear \_\_\_\_\_:

Thank you for taking time from your busy schedule to give me the opportunity to discuss (name of school) and my qualifications for admissions. You were most helpful. Your personal experience has given me a better understanding of why I would like to attend (name of school).

Sincerely yours,

*Signature*

Name and Social Security Number  
Your Street Address  
City, State, Zip  
Telephone Number

### College Acceptance Letter

Director of Admissions  
College or University  
Street Address  
City, State, Zip

Date

Dear \_\_\_\_\_:

I am a senior at Lake Braddock Secondary School in Burke, VA and was pleased to be informed by your office that I have been accepted for admission in the fall term.

I am looking forward to attending (Name of the school). Thank you for your favorable decision.

Sincerely yours,

*Signature*

Name and Social Security Number  
Your Street Address  
City, State, Zip  
Telephone Number

### Withdrawal of Application

Director of Admissions  
College or University  
Street Address  
City, State, Zip

Date

Dear \_\_\_\_\_:

I was pleased to be accepted as a student at (name of school). However, after much consideration, I have decided to attend another school. Know that this decision was very difficult.

Please withdraw my application and accept my thanks for your help and consideration.

Sincerely yours,

*Signature*

Name and Social Security Number  
Your Street Address  
City, State, Zip  
Telephone Number

**Confirmation for a Teacher Who has agreed to Write a College Recommendation**

Date

Dear \_\_\_\_\_:

Thank you for agreeing to write a recommendation for me. Here is some information that will help you with this letter.

On the enclosed form, I have listed the names and deadlines of each school needing a copy of your letter and attached an addressed stamped envelope for each. I have also enclosed additional information about my academic and co-curricular involvements.

Again, thank you for taking time to recommend me. I will be sure to let you know what my status is as soon as I hear.

Sincerely yours,

*Signature*

Name  
Telephone Number  
E-mail Address

**Sample Cover Letter for Athletes**

Coach's Name  
College or University  
Street Address  
City, State, Zip

Date (Spring Junior Year)

Dear Coach \_\_\_\_\_:

The Lake Braddock coaching staff recommends that I forward you the attached athletic resume outlining my scholastic and athletic achievements. This year, I am starting Varsity \_\_\_\_\_ player.

I am very interested in attending your school. A dedicated student, I plan to pursue a degree in Business Administration after graduation.

I would like to discuss with you or your representative the possibility of participating in your athletic program.

For your convenience, I have attached the remainder of the \_\_\_\_\_ schedule as well the complete \_\_\_\_\_ schedule. I look forward to meeting you in the near future.

Sincerely yours,

*Signature*

Name and Social Security Number  
Your Street Address  
City, State, Zip  
Telephone Number