**FRAMEWORK FOR LETTER OF ASK**

**First Name Last Name**

**Email address**

**Name of Teacher or Character Reference**

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

**Email Address**

Dear Mr/Ms/Mrs. 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. Share a specific lesson you remember excelling in, or an area of personal growth within the class.

· 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:

(\*Please note that an academic resume may be substituted for this paragraph, if desired)

* Explain your extra-curricular experiences to allow the teacher the ability to speak of your other strengths and abilities.
* Provide a full image of you as a well-rounded individual.
* DO- speak about any volunteering, leadership, sports, work experiences you have had through your high school career.
* DO- state how long you’ve help any positions or pursued any specific activities.
* DO- explain HOW you think you have grown from & WHAT you have learned through these experiences.

Paragraph 4: The purpose of the fourth 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 5; The purpose of the fifth 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)