***SAMPLE – Writing a Follow-up Letter***

Today’s Date (include month, day, and year)

Your Name

Street Address

City, State, Zip Code

Daytime telephone number

Name of Person to Whom You Originally Wrote

Street Address

City, State, Zip Code

Dear (name),

I wrote to you on (date) and also called to make sure you had received my letter. I left a message for you to call me back on (date), but since I have not heard from you, I thought it best to write again.

I am writing to request…

Enclosed is a copy of my first letter to you.

I would like to hear from you by (give a date, 3-5 school days). Thank you for your prompt attention to this matter

Sincerely,

Your name

Enclosure