

# Writing a Follow-up Letter

When you have written a letter or sent an email making a request, you should get a response from the school, either by telephone or in writing, within a reasonable amount of time. In some cases, “reasonable” is defined...in other cases, the timelines are not exact. So, be reasonable in your expectations.

But if you feel too much time has passed (10 school days or so) without receiving a response to your letter, then call and ask if your letter (or email) has been received.

If you are sure the school has received your letter (for instance, if you sent it certified mail), then ask when you can expect an answer.

More than likely, when you call you will talk to a secretary or administrative assistant. Leave a message for the person you wrote to; ask that person to call you back.

If your request still goes unanswered, they you may want to write again. It’s useful to enclose a copy of your original letter (or email) with this letter. Be sure NOT to send your only copy. Remember, you always need to have a copy for your records.



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