

Example Letter - Student Requesting Mid-Year Reports

January 12, 2010

Request for Mid-Year Grade Reports *Anna Johnson*

Dear Counselor,

I would like to request your help with sending Mid-Year Grade Reports. Three of my colleges require high school counselors to send Reports after the fall 2009 semester and I would appreciate it if these forms could be mailed as soon as possible.

Please find attached Mid-Year Report forms for the following colleges:

- Two Rivers College
- Metropolitan University
- Futures College

I have included stamped, self-addressed envelopes for your use. I will be available to answer questions anytime at school or at home (my e-mail is college4annaj@yahoo.com and my phone numbers are 555.555.1234 (home) and 555.555.4321 (cell)). Please let me know if there is anything I can do to help with this request.

Thank you.

Sincerely,

Anna Johnson