Hello!

Use this paragraph to introduce yourself and give thanks. The woman writing your letter of recommendation/support is taking time out of her day to make you sound amazing—let her know how much that means to you!

In this paragraph, give your letter-writer an overview of what she’ll find inside your Recruitment Information Packet. (example: “Enclosed you will find a copy of my resume and high school transcript, a selection of photos, and a self-addressed, pre-stamped envelope. After you have completed the Recruitment Information Form on your sorority’s website and/or a personal Letter of Recommendation, please print it off and include it with the information I have provided. My completed packet should be mailed to the sorority house using the envelope I have provided.”) If there is a specific submission deadline that your letter-writer should be aware of, let her know by including **a handwritten “PS” at the bottom of your printed cover letter.** Since this generic cover letter template is not specifically addressed to an individual, it’s a good idea to mention your letter-writer by name as part of your handwritten note, too!

Include closing remarks in this paragraph along with a reiteration of thanks. Let your letter-writer know that she is welcome to contact you if she has any additional questions!

All the best,

[Include your printed, pen-and-ink signature here]

Your name (typed)

Your best phone number (typed)

Your email address (typed)

[Include your optional handwritten “PS” note here]

*\*Note: We created this template using the standard font “Calibri” and our SororityPackets.com brand colors. We encourage you to adjust the font and colors to match your personal style!*

LPM

LPM