

Sorority 101

Recommendation Thank You Letters Do's and Don'ts

Do this...



333 New Member Way
Somewhere, AL 44444

May 30, 2019

Dear Mrs. Smith,

I wanted to let you know how much I appreciate you writing me a recommendation for your sorority, Delta Nu, at My State University.

Included with this letter you will find:

1. Copy of my resume with ACT score
2. High School transcript with class ranking
3. Pictures

It is hard to believe it is my turn to begin my college career. I have watched and heard about my older siblings', Hannah and John, wonderful memories at My State. My mom and dad have also told me of their time at My State and how special it was, so I am incredibly excited to begin making my own memories. I know the sorority I become a new member of will be a large part of what I remember most. Thank you again for your willingness to write me a recommendation. I am looking forward to all the new people I will meet at school. If you have any questions, please do not hesitate to email or call me.

Thank you and Go My State!
Blessings,

Sarah Paige

Not this....

*This is an actual thank you note received by one of the Birmingham Alumnae members. All names have been changed.

Dear Mrs. Smith,

I cannot thank you enough for taking time out of your busy summer schedule to write me a Delta Nu recommendation. I cannot wait to **begin rush** and attend college at My State University in the fall. I have attached my resume, high school transcript, and photos in this **rush packet**. I have also pre-stamped an envelope for your convenience.

If you will, please put my resume, high school transcript, photos, and your recommendation into the envelope and mail by July 15th. Recommendations can be mailed to either My University's Panhellenic or your sorority's rush chairman. If you choose to send directly to My State Panhellenic, please address accordingly.

Sorority Name-Recommendation
c/o My State University Panhellenic
111 State University Student Center
1 Winning Way
My State University, AL 33333

If you have any questions please do not hesitate to call or text me at (555) 555-5555. Thank you so much for taking your time to write me a recommendation.

Sincerely,
Susie

*Always recruitment, never rush

*don't tell the person who is writing your recommendation what to do.

*If your contact asks for everything in a digital format, do not send her a hard copy. If she asks for both, send her both.

*Make sure to check your punctuation and grammar. Simple mistakes make a lasting impression.



APH

BIRMINGHAM
alumnae panhellenic