

Example Letter – Student Requesting Mid-Year Reports

January 13, 2012

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 2011 semester and I would appreciate it if these forms could be sent as soon as possible.

These colleges are listed below:

- Two Rivers College
- Metropolitan University
- Futures College

Please let me know if there is anything I can do to help with this request. I am 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)).

Thank you.

Sincerely,

Anna Johnson