

**EXAMPLE OF THE “FOLLOW LETTER”** *(can be done by email as well, with attachments or links included)*

Your Name  
Address  
Portland, Maine 04101

Admissions Office  
Brandeis University  
Waltham, Mass. 02254

2/2/2025

Dear Sir or Madam, (use a name if you have one)

My name is \_\_\_\_\_ and I'm a senior at \_\_\_\_\_ H. S. in \_\_\_\_\_, Maine. I am a candidate for admission to the Brandeis class of 2029. I wanted to take this opportunity to inform you of my continued interest in Brandeis - in fact, your school remains my first choice *(or, say 'your school remains one of my top choices)* for where I hope to be next fall.

I recently received my mid-term grades and I wanted to share them with you now, as I know it may take a while to get them from my High School. I was quite pleased with them, particularly the 88 I pulled in Psychology (its a bear of a course!) *(If you did poorly in any of your classes say a word or two about it here - colleges like to know that you're giving it, forgive me, the old college try...Having the teacher of the class you're getting your butt kicked in write a letter of rec for you is a good strategy as well...)*

AP English	3.5 (A-)
AP Env. Science	3.25 (B)
Calculus	
etc.	

New classes I'm taking this semester include ...I'd also like you to know that...*(speak briefly about one or two of your continuing or new activities or honors. Talk about your senior expedition on second hand smoke and the fact that you made high honors last grade period. Are you playing indoor tennis? Any volunteering? The idea here is to offer a chatty sort of "here's what I've been up to" sentence or three.)*

I'm also writing to inform you that I have asked for an additional letter *(or additional letters)* of support from \_\_\_\_\_, my \_\_\_\_\_ teacher/coach/advisor, and from \_\_\_\_\_, a close family friend who has known me since I was little. You should receive both in the near future. I'm also enclosing a copy of a paper I recently did in \_\_\_\_\_ class that I put a great deal of effort in to *(or additional essay you haven't seen)*. Finally, I have enclosed *(if you have a 'show and tell' piece, describe it here and include it)*.

I know that the admissions process at Brandeis is very competitive, and I want to make sure that you have a good notion of who I am and my potential in light of the competition I'm up against. You've probably figured out by now that I'm very motivated to attend Brandeis and I'm hopeful that you will favorably consider my candidacy, enhanced by this additional material! If it's appropriate, would you please include this letter and these items in my application folder for review?

Thank you very much for your consideration. If I can provide any additional information please let me know. I look forward to hearing from you.

Sincerely,

Joe Beets  
[firesign@porgy.com](mailto:firesign@porgy.com)

cc: *(send copies to any/all contacts or “pen pals” you may have made along the way. You never know!)*