

FRANKLIN & MARSHALL

OFFICE OF PRELAW ADVISING

To: _____

From: Steven P. O'Day, Senior Associate Dean of the College & Pre-Law Adviser
Sarah Esh, Assistant to the Senior Associate Dean of the College

Re: **Letter of Reference for** _____

PLEASE ATTEMPT TO HAVE LETTERS SUBMITTED BY _____

We have been notified by the student identified above that you have agreed to write a letter of recommendation on his/her behalf. This student's record of achievement -- including a copy of your recommendation -- will be coming before the Pre-Law Recommendation Committee shortly. Attached is the *Confidential Evaluation Request* with a waiver signed by the applicant and suggestions to help you compose the letter.

Please know that the letter you prepare will remain confidential and be used only in the professional school admissions process. Please note these important guidelines:

- Unless otherwise indicated, please forward your letter to the Office of Pre-Law Advising by the above-referenced date so that we can process the student's credentials in a timely manner.
- Please keep your comments to a single page
- Print out the letter on your departmental stationery, remember to sign your name, and forward to the Office of Pre-Law Advising in campus mail.
- Simultaneously send an electronic copy of the text of the letter to "steven.oday@fandm.edu" either as an attachment or in the text of an e-mail document. This will save us time in having to retype selected text that may be quoted in the candidate's Pre-Law Recommendation Committee composite letter.

Thank you for your interest in and assistance to F&M students seeking acceptance to law schools.

Our mailing address is as follows:

Dean Steven P. O'Day
Office of the Dean of the College
Franklin & Marshall College
P.O. Box 3003
Lancaster, PA 17604-3003

06/10

Senior Associate Dean of the College and Pre-Professional Adviser
Phone 717.291.4000 || Fax 717.291.4235 || steven.oday@fandm.edu