
RECOMMENDATION DEADLINE TRACKER & EMAIL TEMPLATES

1. DEADLINE TRACKER

Recommender Name: _____

Application / Program: _____

Deadline Date: _____

Submission Method: Portal Email

Submission Link: _____

Status: Not Sent Submitted Confirmed

Reminder Sent: Yes No

2. REMINDER SCHEDULE CHECKLIST

- First reminder sent (14 days before)
- Final reminder sent (3–4 days before, if needed)
- Recommendation submitted
- Thank-you email sent

3. EMAIL TEMPLATES (COPY WHEN NEEDED)

First Reminder

Subject: Recommendation Reminder – Upcoming Deadline

Dear Professor _____,

I hope you are doing well. I wanted to kindly remind you that the letter of recommendation for _____ is due on _____.

Submission link:

Thank you again for your time and support.

Best regards,

Final Reminder

Subject: Gentle Reminder – Recommendation Due Soon

Dear Professor _____,

I hope you are doing well. I am writing to follow up regarding the recommendation for _____, which is due on _____.

Please let me know if there are any issues with the submission link.

Kind regards,

Thank-You Email

Subject: Thank You for Your Recommendation

Dear Professor _____,

Thank you very much for submitting my letter of recommendation. I truly appreciate the time and effort you invested in supporting my application.

With sincere thanks,

FINAL NOTE

Organization and professionalism leave a lasting impression.
