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## RECOMMENDATION DEADLINE TRACKER & EMAIL TEMPLATES

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### 1. DEADLINE TRACKER

Recommender Name: \_\_\_\_\_

Application / Program: \_\_\_\_\_

Deadline Date: \_\_\_\_\_

Submission Method: ☐ Portal ☐ Email

Submission Link: \_\_\_\_\_

Status: ☐ Not Sent ☐ Submitted ☐ Confirmed

Reminder Sent: ☐ Yes ☐ No

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### 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
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### 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: \_\_\_\_\_

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Thank you again for your time and support.

Best regards,

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#### 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,

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### **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,

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### **FINAL NOTE**

Organization and professionalism leave a lasting impression.

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