Suggested instructions to get a Letter of Reference (LOR) from an advisor.

1) Meet with the Faculty or Staff who might be able to write the most informed letter (for example: a professor, instructor, your academic advisor, or employer).

2) Ask whether your he/she will be able to write a strong letter of reference for you.

3) Send an email to request specific letters.
   The following minimal information should be included in that email:

   **subject line:** Request for LOR your_last_name

   **Email text:**
   
   **Institution:**
   **Program title:**
   **Program website:**
   **Letter receipt deadline:**
   **Letter to be sent to:** (address or email. In some cases the program will email the reference advisor directly)

   **Special notes:** 2-3 sentences maximum.
   Why the program is particularly relevant to you as a student.
   or
   Why you as a student are particularly suited to this program.