



LEVERETT HOUSE
HARVARD UNIVERSITY
CAMBRIDGE, MASSACHUSETTS 02138

To: Recommender for Law School Applicants

From: Leverett House Prelaw Committee, Harvard College

Re: Guidelines for Submitting Law School Letters of Recommendation

Date: Fall 2008

Thank you for your willingness to draft a letter of recommendation in support of the applicant's admission to law school. Your letter will ultimately be sent to the Admissions Committees of the law schools to which the candidate is applying; however, please do *not* send the letter to law schools directly. A few points of clarification which may be helpful as you're preparing the applicant's letter:

- **Addressing the Letter.** You need to draft only one general letter which the candidate can use for all his law school applications. Please address the letter as follows:

“Dear Law School Admissions Committee” or
“To the Members of the Law School Admissions Committee” or
“To Whom It May Concern”

- **Mailing the Letter.** Please send your completed letter to **Leverett House at Harvard College**. The applicant should have provided you a stamped envelope, addressed as follows:

Office of the Allston Burr Resident Dean
Leverett House
Attn: Prelaw Committee
Leverett F-5
Harvard University
Cambridge, MA 02138

Leverett House will retain a copy of the letter you draft in our House files. We will also mail a copy of your letter to an assembly service (called LSAC) which will ultimately forward it to the relevant law schools. Therefore, although you will be mailing your letter to Leverett House, Leverett House's address should *not* be used in the heading or text of the letter; the letter should instead be directed to law school admissions officers.

Thank you for your efforts on behalf of the candidate. Please do not hesitate to call the Leverett House Office at 617-495-2279. If the House Office cannot answer your questions, you will be directed to Prelaw Resident Tutors Susannah Tobin or Jessica Budnitz.