Dear Professor Torres,

Thank you so much for agreeing to work on my letter. I’m happy to get you whatever materials you need to make the recommendation strong. What would be easiest for you to work with? Do you prefer a full draft, an outline or list of bullet points, or something else?

If you have no preference, I can write up a draft leaving space for you to add some information that only you could articulate about me.

Please let me know if that works, and thank you so much again. I’m grateful to have your support as I apply to medical school.

Best wishes,

Karina Singh