

Student Sample Letter to Request College Material
Be sure to write this letter in Business format.

Hello, my name is _____, and I am a student who is currently attending _____ School in San Jose, California. My school is working very diligently on strengthening our college-going culture and would like to request that you contribute to our activities.

In preparation for this event, my teacher has assigned a college research project, and I chose UC Berkeley because it is the university I hope to attend when I graduate from high school. I am requesting informational materials and any college gear like t-shirts, caps, banners, that can be sent to me in order to showcase UC Berkeley in a student presentation we will be giving to our class. We would love to have every school that we researched represented, and as a future Cal Bear, I sincerely ask for your support in helping us make our event a great success.

Please send any materials and/or college gear to the following address:

_____ School

ATTN: _____

Any Street

San Jose, CA 95112

I can be contacted via email at _____ or by phone at _____ if you have any questions. Go Bears!

Sincerely,

Student's Name