

*Date*

Dear \_\_\_\_\_,

Thank you again for agreeing to give feedback on my college essay. I've attached my current draft of the essay to this email. You're welcome to leave electronic comments on the document, or print it out and write notes. For your reference, I've put the essay prompt at the beginning of my essay.

As I mentioned when we spoke, I would appreciate receiving your feedback by \_\_\_\_\_ so that I have time to revise the essay by the application deadline of \_\_\_\_\_.

Please let me know if you have any questions or need any other information.

Thank you,  
*Your Name*