



**LEVERETT HOUSE  
HARVARD UNIVERSITY  
CAMBRIDGE, MASSACHUSETTS 02138**

**To:** Recommender for Law School Applicants  
**From:** Leverett House Pre-Law Committee, Harvard College  
**Re:** Guidelines for Submitting Law School Letters of Recommendation  
**Date:** Updated August 2019

Thank you for your willingness to draft a letter of recommendation in support of the applicant's admission to law school. The applicant will request that you send the letter directly to an application assembly service, the Law School Admissions Council's (LSAC) Credential Assembly Service (CAS). If necessary, the applicant should provide you with appropriate postage and envelopes.

A few points of clarification which may be helpful as you are preparing the applicant's letter:

- **Addressing the Letter.** You need to draft only one general letter which the candidate can use for all 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"
- **Provide a Copy to Leverett House.** Please follow the applicant's instructions for mailing or uploading the letter to LSAC. It is helpful to also provide Leverett House with a copy of the letter. This will facilitate our advising of applicant and enable us to advocate on his or her behalf once the admissions process is underway. You may email a copy of the letter, along with a copy of the LSAC Recommendation Form (in which the applicant waives the right to access the letter), to the Leverett Academic Coordinator, at [leverettcoordinator@fas.harvard.edu](mailto:leverettcoordinator@fas.harvard.edu).

Thank you for your efforts on behalf of the applicant. 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 the Leverett Pre-Law Resident Tutors.