Dear Alexandra,

Thank you applying for the Master of Environmental Studies Program at The Evergreen State College!

The admissions committee reviewed your file and was unable to make an admissions decision based on the materials you submitted. Notably absent was a Letter of Recommendation from a faculty member who supervised your academic work. The committee decided they would like to review your application again when an academic letter is received. Until then, your application will be considered incomplete.

There are two required steps to submit this letter. Please complete these no later than **Monday, May 1, 2017**.

1. Email graduateadmissions@evergreen.edu with the name, title, and email address of your academic reference
2. Have your academic reference **email** their Letter of Recommendation to graduateadmissions@evergreen.edu from the email address you provided

When the letter is received, it will be added to your application to be considered in our next round of admissions starting in early May.

Please note that your application status in your Self Service Center will maintain the status “complete” despite this additional requirement.

If you have any questions about this process, please don’t hesitate to contact me. I hope we’ll hear from you again soon!

Sincerely,