

Request for Letter of Recommendation

Allow 4 weeks for the letter to be completed.

A hand written thank you to your recommender is always a nice idea.

Student's Name: _____ **Date of Request:** _____

Recommender's Name: _____

Due Date of Recommendation: _____

Reason for Letter: (college app, scholarship, job) _____

Future Goals: _____

Post High School Plans: _____

School Activities: (including honors & ap classes you may have taken) _____

All Awards & Honors: _____

Community Service & Hours: _____

Special Interests, Hobbies, Talents: _____

More On Back

Strengths and Admirable Qualities: _____

Job Experiences: _____

Any extenuating circumstances you have had to overcome? _____

Anything specific you would like mentioned in the letter? _____

Please include how the recommendation is to be sent: (Please indicate if you need a hard copy and how many.)
