

## Request for Teacher Recommendations

Dear \_\_\_\_\_:

Thank you for agreeing to write a college recommendation letter for me. After careful thought and consideration, I know that your observations and comments will greatly enhance my applications.

SJCP is using Naviance for the teacher recommendation process. Therefore, I have added you to my list of recommenders on Naviance and you should receive notification shortly. Naviance also provides an electronic version of the teacher recommendation form. Mrs. Anders has asked that you feel free to contact her should you have any trouble accessing the Naviance system. And please let me know if I can provide more information to assist you in your letter writing.

<b>College</b>	<b>Type of Deadline</b> (Early Decision, Early Action, Regular)	<b>Deadline Date</b>

Thank you,

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Classes I have taken with you:

Course	School Year

What I enjoyed most about your class:

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What I found most challenging about your class:

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*\*Enclosed is my resume to further assist you.*

We waive our rights to letters of recommendation:

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Parent

\_\_\_\_\_

Date

\_\_\_\_\_

Student

\_\_\_\_\_

Date