

Recommendation Letter Request

For all recommendation letter requests, please fill out the following information fully so that your recommendation letter will accurately reflect all your achievements and recognitions. Please make sure you write legibly when filling out this form!

Name: _____

1. To whom should this letter be addressed?

2. Academic achievements/awards you have earned

3. Volunteer activities

4. Leadership roles

5. Sports (please list years involved)

6. Athletic Achievements

7. Employment Opportunities

****Please list any additional information which you would like included in the letter on the back****