

TO: _____
(Teacher)

FOR: _____
(Scholarship/School)

REQUEST for LETTER OF RECOMMENDATION FORM

Students: The information you include on this form will be helpful to the person writing a recommendation for you. Be sure to include dates or class year of your activities.

Today's Date: _____

Date letter needed by: _____

NAME: _____
(First) (Middle) (Last)

Year in school: _____ **Cumulative GPA:** _____ **ACT:** _____ **SAT:** _____

Career Goal: _____ **College:** _____

School Activities: (include awards, honors, clubs, sports, etc.)

Community Activities: (include honors, awards, clubs, church activities)

Work Experience: (give name of employing company/organization, location, and brief job description)

Additional information you want to appear in letter:

IMPORTANT!

BHS Students~

The staff at BHS cares about you and wishes you a great future.

Many times you need a letter of recommendation from someone at BHS. We are honored to write those letters and spend extra time reflecting on doing our best to help you achieve your goals.

Please remember, give those staff members at least two weeks when asking them to write a letter of recommendation for you, **AND** take a minute to thank them when they are done. It will mean more to them than you know! 😊

Thank you and BEST WISHES!