JHS Career Center

Recommendation Letter Request Form

Please include a copy of the information that details the specific purpose of this letter unless it is a specific program that we have informed you of ourselves (ex. Junior Ambassadors, Leadership 101). Letters of recommendation are written for a specific purpose in mind. We do not provide students with general or blanket letters of recommendation. We also do not write letters of recommendation to schools who do not require such for admission or scholarship consideration. Please do not request a letter of recommendation until you have submitted your application.

Your Name: _____
Date: _____
Phone: _____ Cell Phone: _____ Email: _____
This letter of recommendation is for:
___Admission ___Scholarship ___Other (Specify): _____

Address letter to: _____
Mailing address: _____

Delivery options: (circle one)

1. Please seal letter that I will pick up before 3:15pm on the due date (date should allow time for student to ensure delivery).
   ___ Please email me at the above address when the letter is ready to be picked up in the sealed, addressed envelope that I have provided.
   Deadline for letter to be picked up _____

2. Please seal and mail the letter in the stamped envelope *that I have provided*.
   Deadline for letter to be received if school is mailing _____
   This is a deadline for the counselor recommendation to be received and is provided to you by the school. It can usually be found on the school's website on the admission checklist. You must provide a blank envelope with a stamp.

ALL FORMS ARE DUE TO THE CAREER CENTER 10 SCHOOL DAYS BEFORE LETTER IS DUE TO BE PICKED UP BY STUDENT OR MAILED IN ORDER TO ARRIVE BY ACTUAL DUE DATE.

I have read and understand the above information.

_____
Signature