

# LETTER OF RECOMMENDATION REQUEST

At least ONE FULL WEEK prior to needing the letter, provide the writer with the following information.  
PRINT CLEARLY!

**STUDENT NAME:** \_\_\_\_\_

**DATE LETTER IS NEEDED:** \_\_\_\_\_ **GRADE LEVEL:**  12<sup>th</sup>  11<sup>th</sup>  10<sup>th</sup>

**PURPOSE OF LETTER:**  College  Scholarship  Job  Other: \_\_\_\_\_

**NAME & ADDRESS OF COLLEGE/ORGANIZATION/BUSINESS** (Where the letter is being sent):

Person's Name/Position: \_\_\_\_\_

College/Organization/Business Name: \_\_\_\_\_

Address (City, State & Zip): \_\_\_\_\_

**EDUCATION GOALS** (Post High School Educational Plans): \_\_\_\_\_

**CAREER GOALS:** \_\_\_\_\_

**ACADEMIC STRENGTHS.** List any advanced courses you have completed or are currently enrolled in:

**CURRENT SEMESTER GPA:** \_\_\_\_\_ **OVERALL CUMULATIVE GPA:** \_\_\_\_\_

**ACHIEVEMENTS** (Only list the achievements, which are relevant for this recommendation, within 2 years. Use back of page):

Awards: \_\_\_\_\_

Sports: \_\_\_\_\_

Clubs: \_\_\_\_\_

Activities: \_\_\_\_\_

Volunteer Work: \_\_\_\_\_

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Letter will be picked up by you, the student.  Sealed  Unsealed

Letter to be mailed directly by the writer (Student MUST provide a stamped and addressed envelope.)

- THE STUDENT IS REQUIRED TO WRITE A THANK YOU NOTE TO THE PERSON WHO WROTE THE RECOMMENDATION. (This shows respect for the writer's time and effort.)
- THE STUDENT IS RESPONSIBLE FOR KEEPING A COPY OF ALL LETTERS OF RECOMMENDATIONS. (It is NOT the responsibility of the writer to keep any copies.)