

Letter of Recommendation Request Form

Recommendation forms should be submitted to the person writing the recommendation at least **TWO WEEKS IN ADVANCE**.

Student Name: _____ Date of Request: _____

Request to: _____

Date Recommendation is needed: _____

Please address the letter to the following:

Please: _____ return the letter to the student in a sealed envelope _____
_____ mail directly to the address(es) listed below.

City _____ State _____ ZIP _____

City _____ State _____ ZIP _____

Please provide the following information in order for this recommendation to be completed, and **attach a current resume**.

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1. Please list your educational goals and interests that you plan to pursue after high school. Include the college major and/or minor you are considering.
2. List any skills/personal qualities/attributes you possess as a student.
3. Discuss any future goals.
4. What focus or emphasis is the letter of recommendation to address?