

Letter of Recommendation Request Form

- Allow a teacher a minimum of two weeks to write a letter of recommendation
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Student Requesting Letter _____

Date ____/____/____

I am requesting this letter for: (check one below)

College Application _____ (Name of College/School) _____

Scholarship _____ (Name/Type of Scholarship) _____

Job/Apprenticeship _____ (Name of Business) _____

- ☐ I will pick up the letter by _____.

☐ Please send the letter when completed.

☐ Please give the letter to my counselor _____.

List five characteristics that describe you:

- 1.
- 2.
- 3.
- 4.
- 5.

What do you consider your major strength(s)?

Academic Accomplishments:

Honors/Recognitions:

Other notable accomplishments:

Clubs/Organizations:

Career Objective(s):

Favorite Subject(s):

Has there been any extenuating circumstances during your high school career that you think the letter writer should be aware of?