

Request for Letter of Recommendation

Instructions:

- Give this to the teacher writing the letter at least 2 weeks prior to the deadline.
- If you want them to send it in the mail, provide an addressed envelope with a stamp.
- You are encouraged to write a thank you note to the person who has written the letter for you.
- Fill out the following information specifically about participation from 9-12th grades.

This recommendation is for: (Check all that apply)

Date needed: _____

College application Scholarship Military Acceptance Job application Other

Academic Goal or highest degree goal (Check all that apply)

Associate of Arts Bachelor of Arts Masters Doctorate

Student Name _____ **Mobile #** _____

List the schools you are making application to _____

Possible field of study or career _____

Academic Achievements _____

Athletic participation/achievements _____

Fine Arts _____

Clubs/Activities (community & school) _____

Jobs _____

Religious involvement/activities _____

Volunteer work _____

Hobbies _____

Other information unique to you or important for others to know about you, your study habits/work habits, ethics, leadership skills.....

