**LETTER OF RECOMMENDATION REQUEST**

Complete this form and give to the person writing the letter of recommendation **at least 2 weeks prior** to the due date. It is strongly recommended that you attach a resume so that the person writing the letter has a better understanding of all your accomplishments.

To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of person writing the letter)

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your name)

Purpose of letter: \_\_\_\_\_ College Admissions \_\_\_\_\_ Scholarship \_\_\_\_\_ Job Application

I am asking that you:

\_\_\_\_\_ Write a letter of recommendation addressed to: (or) \_\_\_\_\_ Complete the attached form

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific information (academic strengths and personal achievements) to be mentioned in the letter (please include a resume as well)

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Upon completing the recommendation, please

\_\_\_\_\_ Mail directly to the address above using the attached, stamped envelope by this date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Return to student in attached envelope sealed with signature written over the seal by

 this date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ I waive my right to inspect my recommendation prior to it being mailed. (Most common option)

\_\_\_\_\_ I want to read my letter prior to sending it. (Uncommon to select this option)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student Signature) \_\_\_\_\_\_\_\_ (Date)