

Letter of Recommendation Request Form

Student Name: _____ College hoping to attend _____

Please describe what the letter of recommendation is for (scholarship, character reference, etc.) _____

What are you involved in at school? (clubs, sports, etc.)

What do you do outside of school? (church, volunteering, etc.)

Is there anything special you think I should include in this letter of recommendation?

Other awards or recognition you have received?

Date you need this letter of recommendation completed by? _____
Must give at least 5 day notice

What am I supposed to do with this letter when complete? Mail to: _____

Fax to: _____ Give to: _____