

# Request for Letter of Recommendation



*Students seeking a letter of recommendation should fill out this form completely and give it to the staff member who will write the recommendation. The more specific details you can give us, the more thorough your recommendation will be. **Be sure to give the staff member a minimum of 2 weeks to respond to your request for writing a letter.** Also, please attach a copy of your résumé to this form if you have one.*

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

Date of request: \_\_\_\_\_

Date the letter is needed: \_\_\_\_\_

Purpose of the recommendation letter:

- College                       Scholarship                       Employment  
 Other [e.g. summer program, gap-year program, etc.]

Please name the college(s), scholarship(s), employer(s), or program(s) that will receive the letter here:

---

---

---

I would greatly appreciate it if you would provide a letter of recommendation on my behalf addressed as:

A generic "To Whom It May Concern" letter

**OR**

A specifically addressed letter to:

---

---

---

You were/are my teacher for: \_\_\_\_\_

Specifics I would like mentioned in this letter are:

---

---

---