

# Letter of Recommendation Request Form

Name: \_\_\_\_\_ Date Requested \_\_\_\_\_ Date Needed \_\_\_\_\_

Student's email: \_\_\_\_\_

Purpose:

Scholarship: \_\_\_\_\_

Post-secondary Institution \_\_\_\_\_

Other: \_\_\_\_\_

I would appreciate a letter of recommendation:

- Sent in the attached stamped envelope. Postmarked by \_\_\_\_\_
- Returned to the school counselor by \_\_\_\_\_
- I will pick the recommendation letter up on \_\_\_\_\_
- Completed online through a link you will receive in your email by \_\_\_\_\_
- Other: \_\_\_\_\_

Please address your letter to:

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

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

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

**Information regarding this particular college or scholarship's criteria and my personal profile are attached to this form in case it is useful as you tailor this letter of recommendation for this application.**

Thank you for taking the time to write a letter of recommendation that will allow me to submit a strong application to the review committee.