

Today's Date _____

LETTER OF RECOMMENDATION REQUEST

(Complete one for each person you are requesting a recommendation from.)

Name of Student _____

Date needed (2 weeks minimum notice) _____

Intended college major, if known _____

Describe what you feel are your academic strengths _____

Describe your personal strengths

List any information (clubs, community service, etc.) that you feel is important to assist with writing this recommendation.

Colleges this letter is intended for:

1. _____

2. _____

3. _____

- ***Note to Teachers:*** Colleges and scholarship committees prefer to receive recommendations that include anecdotal personal and academic information that has not been listed elsewhere on the student's application. Please turn your completed recommendation into Mrs. Gasdia in the Guidance Office. She will make and save copies.