

Request for Letter of Recommendation Form

Student: Fill out the form and give it to those teachers whom you would like to write a letter of recommendation on your behalf. Please be sure to ask them to write you a letter of recommendation. **DO NOT** just hand them this form, or put it in their mailbox and assume that they will write one for you. **Give them a copy of your most recent resume.** Be sure to thank them for their time and efforts on your behalf.

Today's Date: _____

To: _____
Teacher's Name

From: _____
Student's Formal Name

Thank you for agreeing to write a letter of recommendation to support my application to the following colleges/university or scholarship programs:

College/University	Mailing Address

_____ Please fill out the attached form. I have filled out the top portion of the form.

_____ There is no form; please make sure my formal name is on the letter

_____ Return the recommendation letter to Mrs. McQuaid in the Guidance Office so that it can be mailed with my application packet. **Due Date:** _____

Please return the letter by: _____

Thanks!