

Letter of Recommendation Request

Name _____ Telephone Number _____

Address _____

College, University, Scholarship applying to: _____

Why this college? _____

Intended Major _____

Background Information

- School Activities _____

- Outside Activities _____

- Volunteer Work _____

- Special Honors, Awards received _____

Date letter of recommendation is needed by _____

_____ Please drop off in the Guidance Office to be mailed. How many copies? _____

_____ I have given you a self-addressed stamped envelope.

Additional Information _____

Thank you for taking the time to write me a letter of recommendation.