

Scholarship Letter of Recommendation Request Form

(Give this form to the person writing a letter of recommendation for you)

Name of person writing recommendation letter: _____

Your Name: _____

Education Major: _____ Minor: _____ Expected Graduation Date: _____

Address the letter of recommendation to the following name and address:

Name of Scholarship: _____

To the attention of: _____

Address: _____

City: _____ State: _____ Zip: _____

Reminder-Notes-Suggested information to give to letter writer

(Example: classes, semester, grade level, GPA and activities done together)

Please call me at (____) _____ when letter is ready to be picked up.

Or

Please mail the letter in the stamped/addressed envelope that I provided

THE LETTER OF RECOMMENDATION IS DUE BY: _____

Thank you in advance