

Sample Permission Form to Write a Letter of Recommendation

I give permission to Prof. XXX to write a letter of recommendation to:

Name

Address

City, State Zip Code

Prof. XXX has my permission to include my grades, GPA and class rank in this letter.

I waive/do not waive my right to review a copy of this letter at any time in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date