

***DEPARTMENT OF CHEMISTRY***

**REQUEST FOR REFERENCE LETTER**

Dear Professor \_\_\_\_\_

Would you please send a letter of reference for me to the individual(s) listed below. I am applying for:

1. admission to graduate school
2. admission to medical school
3. admission to a professional school in (area) \_\_\_\_\_
4. employment

My career goals are:

I waive\_\_\_do not waive\_\_\_my right to read your letter of recommendation.

I consent\_\_\_do not consent\_\_\_to your including specific information about my academic performance of record (grades, test score, class standing, etc.) in your letter.

Please send the letter to: **(include title of addressee)** and **(indicate deadlines)**.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_