

METROLINA CHRISTIAN ACADEMY
LETTER OF RECOMMENDATION REQUEST



METROLINA
CHRISTIAN ACADEMY
ESTABLISHED 1992

Student Name

Date

Dear _____,

Would you consider writing a letter of recommendation for the following?

Name of College/University

Scholarship Program/Award

College/University Street Address

City

State & Zip

Thank you for your consideration in this important letter. I appreciate your willingness to give your time to write a letter of recommendation. I waive my right to see the recommendation and ask that you sign the letter and also sign across the seal of the envelope. I have included academic and achievement information below to assist you. If you should need any further information, I would be glad to meet with you. Please email a copy of this letter to Mrs. Spears as well at lori.spears@bcit.org.

My cumulative GPA is _____. I have been a student at MCA for _____.

List of Clubs and/or Organizations along with any titles held: _____

Scholastic and Community Awards and Honors: _____

Briefly describe what you want to do after high school. _____

Briefly describe the values in your life that are most important to you. _____

Briefly describe the following:

1. Your abilities and talents. _____

2. Your strengths and weaknesses. _____

3. Who has made the biggest impact on your life. _____

4. Anything of relevance and/or importance that you feel should be included in the letter of recommendation. _____

Briefly describe your relationship with Christ and your service to your church or community.

Thank you again for your help.

- Please return the letter to me by _____.
- I have included a stamped envelope and am requesting that you mail it to the address listed above.
- Please email this letter to Mrs. Spears. She will mail it to the college/university.

In Christ,

Student Signature