Request for Letter of Recommendation

I realize that I am asking a really big favor from you when I ask you to write a letter of recommendation for me. Below are some ideas that will help make your task a little bit easier.

To: Today's date			
(person asked to write the	ne letter)		
From:			
(person about whom	the letter will b	pe written)	
Name of scholarship(s)			
Date the letter(s) is/are due:			
Completed letter should be:	(check one)	given to the counselor mailed directly to the person listed below returned to me	
person to whom the letter wi	ill be sent:		
This letter should emphasize 1. 2. 3. 4. 5. 6. 7. Please use company letterhe In order to write this following information: Name (as it appears on the a My address and home phone	GPA and acar School activity Community in Need for finate Career goals Personal char Other (list and add if you have a letter of recommunication)	demic record ties nvolvement/activities ncial aid racteristics d be specific) it. Thanks. Immendation for me, you may need the GPA class rank class rank	

Career goal(s):		
School activities:		
Awards, recognitions, honors:		
School offices held (either elected or appointed):		
Community (including church) activities and offices:		
Employment record:		
Teachers who know me the best:		
Financial need (Be very specific if need is a factor.):		