

Recommendation Letter Request

Student Name _____

Today's Date _____

Date Needed _____

College/University/Scholarship – Applying to: _____

I plan to major in _____

School Activities and Officer Positions I am involved with:

Athletics I am involved with:

Community Activities I am involved with:

Present employment and number of hours I am working per week:

I am applying to/for the Institution or Scholarship indicated above. I would appreciate a recommendation letter from you on my behalf. Please return the letter to the guidance office.

Thank you