

Whitney High School Letter of Recommendation Request Form

Note: Requests for letters of recommendation require two weeks advance notice.

Date: _____ Date Due to College/Scholarship: _____

Student's Full Name _____

Dear _____,

(Choose one)

_____ I am applying to colleges and would appreciate it if you would write a letter of recommendation for me. You may address the letter "To Whom It May Concern" instead of to the individual college so that this letter may be used for each of the colleges to which I apply.

Or

_____ Please write a letter specific to the institution/scholarship organization.

If you would like to submit the recommendation online for the schools with that option, you may do that instead.

College/Scholarship	Location	Supplemental Form Attached		Online Option
		Yes	No	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Attached is a typed copy of my list of accomplishments to assist you in writing this recommendation.

Other information to consider when writing my recommendation

For each recommendation being mailed, I have attached a stamped, addressed envelope for your convenience. I appreciate the time and effort you will take in writing this recommendation for me.

Date Received: _____

Date Mailed/Picked Up: _____

