

- A resume must be attached when asking a teacher/outside source for a letter
- A resume and senior questionnaire (for 12th grade students) must be attached when asking a counselor for a letter

REQUEST FOR LETTER OF RECOMMENDATION

Recommendation letter requested from: _____

(Name of teacher/counselor)

Student's Name: _____

School Applying to: _____

(Name)

(Address)

(City, State, Zip Code)

Date Needed: On or Before _____

Thank you,

(Student's Signature)