

Request for Recommendation Letter

Name: _____ Form: _____ Year: _____

Date of Admission : _____ Date of Birth : _____ Tel. No.: _____

Academic Merits:

HKCEE Results (Year: _____)

Subject	Grade	Subject	Grade	Subject	Grade	Subject	Grade	Subject	Grade

HKAL Results (Year: _____)

Subject	Grade	Subject	Grade	Subject	Grade

Internal / External Awards / Scholarships/Prizes / Form Position (List most recent one first)

Year	Form	Title of Award/ Scholarship/Prize / Form Position

Extra-curricular Activities: (List most recent one first)

Internal

Year	Form	Name of Club/Society/Activity	Year	Form	Name of Club/Society/Activity

External

Year	Form	Name of Club/Society/Activity	Year	Form	Name of Club/Society/Activity

Responsible Positions: (List most recent one first)

Internal

Year	Form	Name of Club/Society/Activity :Position	Year	Form	Name of Club/Society/Activity :Position

External

Year	Form	Name of Club/Society/Activity :Position	Year	Form	Name of Club/Society/Activity :Position

Community Services :

Year	Form	Name of Club/Society/Activity:Responsibility	Year	Form	Name of Club/Society/Activity :Responsibility

Other Relevant Information/ Remarks (Personal / Academic Strengths and weaknesses, Study programmes etc.)

.....
.....
.....

Date of Application : _____

Date of Collection : _____

✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂

Collection Slip of Recommendation Letter

Name : _____

Class: _____

Date of Application : _____

Date of Collection: _____