

LETTER OF RECOMMENDATION REQUEST FORM

Hello, I'd like to request a letter of recommendation. Please read the following information about me to refresh your memory and learn about the scholarship I am applying for.

Here is a description of the how we have worked together: _____

ABOUT ME

My Name: _____ Today's Date: _____

Phone: _____ Email: _____

Major/Area of Study: _____ College GPA: _____

Career Goal: _____

The scholarship I am applying for: _____

Awards, honors, and leadership skills I have earned: _____

My activities (volunteer, school clubs, etc.): _____

Information about my life (include any hardships or struggles that may be important): _____

It would mean a lot to me if you would mention this specifically in your letter: _____

This letter of recommendation is due by: _____

Instructions for delivering this letter (email, mail, etc.): _____

Thank you!