

RECOMMENDATION LETTER REQUEST FORM

Date Today: _____ Date Letter Must Reach Destination: _____

Student Name: _____

- If the letter must be sent directly to the location, attach an *addressed and stamped envelope* to this form.
- Do you want it given to the Counselors? ☐ Yes ☐ No
- If you do not need it sent when do you need it in your hands? _____

What is the letter for? Check one:

- ☐ General Recommendation
- ☐ Scholarship (specify) _____
(If it is for a scholarship, please attach the form asking for the recommendation in case there are specific qualities they want to know about)
- ☐ Job/Other (specify) _____

Honors and Awards Received: _____

School Activities/Organizations: _____

Community Activities/Organizations/Volunteer Work: _____
