

How to Ask For a Letter of Recommendation

Many scholarship applications will require 2 or 3 letters of recommendation.

Be sure you ask people you know will follow through in a timely manner and that these people know you well enough in a particular area, such as academics OR work OR community service, and can speak to your work ethic, drive, character.

You can help your recommenders out by writing a quick note and attaching your Activity Sheet so they are aware of all activities you are involved in outside of work, school, or community.

An example of a request for a letter of recommendation is as follows:

Date

Dear _____,

As I begin the process of applying for scholarships, I would like to ask you to write me a letter of recommendation. If you could have your completed letter by (put date) I would greatly appreciate it.

Attached is a copy of my **Activity Sheet** in order to assist you with your letter. Other information that may be helpful includes:

My GPA -

Honors/College/AP Classes –

Career Interest –

Long term goal –

College or Tech School attending (if known) –

Thank you for taking the time to write me a letter of recommendation.

Sincerely,

YOUR NAME HERE

EMAIL address

Phone number