

Letter of Recommendation Request Form

Student Name: _____ Teacher: _____

Today's Date: _____ Please complete by: _____

Purpose of Letter of Recommendation:

___ Employment: _____

___ Scholarship: _____

___ Name of Colleges: _____

Desired major: _____ Current GPA: _____

Significant awards or achievements that I would like to have mentioned:

Extracurricular activities (include jobs if you have or have had them):	Length of involvement:

I am requesting a letter of recommendation from you because: (include any stories that might help the recommender. Examples could include- you overcame an obstacle during the class, you stayed after school to get help when needed, you assisted other students in class, etc.)

Adjectives that best describe me:	
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