



Letter of Recommendation – Request Form

Note to Student: *Be certain to give a teacher a minimum of three weeks to respond to a request for writing a Letter of Recommendation. The preferred time to ask is near the end of your Junior year or first semester of your Senior year.*

Date Submitted: _____

Student Name: _____

Note to Student: *Please check all boxes that apply.*

I would greatly appreciate if you would provide a letter of recommendation on my behalf as I make applications my senior year. This letter is for:

college admission scholarship consideration employment _____
(other)

Please provide a generic "To Whom It May Concern Letter"

Please provide a specifically addressed letter to:

(if applicable) The deadline for this letter is _____

(if applicable) I have attached a copy of the Teacher Evaluation from the specific college/scholarship or from the Common Application, which is also required.

I have attached an activities list for your reference. However, I understand that the primary reason for your letter of recommendation is to provide a sense of me as a student in the classroom. Among the reasons that I am asking you to write this letter, I particularly remember these things about your class:
