

LETTER OF RECOMMENDATION REQUEST

Download this form, provide requested information, and email to counselor.

Letters of recommendation take time.

Please allow at least one week to complete your request.

Name: _____	Date: _____
College: _____	Major: _____
Recipient Information: (name and address)	

What is this letter for? *Be specific.* If this is a letter for general scholarships, state that. If this is for a specific college or program, be sure to include their information and letter requirements.

Please list any extracurricular activities you have been or are currently involved with either in school, your community, or at home and include years involved. (ex. Athletics/Clubs)

Please list any outside hobbies/activities/interests you have and/or are involved in that can be included in the letter.

Additional information:

For Guidance Use Only:			
Date Received: _____	By: _____		
Date Sent: _____	Pickup <input type="checkbox"/>	FAX <input type="checkbox"/>	Mail <input type="checkbox"/> Electronic <input type="checkbox"/>