

# Letter of Recommendation Request Form

**Name of Student:**

**Telephone:**

**Email:**

**Name and position/title of recommendation writer:**

**The recommendation will be used for (student checks one or more):**

- College Application                       Job Application  
 Scholarship Application                       Other

**This recommendation should be completed online by:**

**Please do the following with completed recommendation (student checks one):**

- Give it to the student (in sealed envelope)  
 Mail it to the address indicated by student, using the stamped, addressed envelope  
 Other

**In this recommendation, please highlight or emphasize these things about me:**

**I am most proud of these things:**

**These are some specific academic and social talents, skills, and qualities of mine that will help you recall my highlights:**

**Reference: Schools I am applying to**

SCHOOLS	DEADLINES

## Student Request Letter Template

Date:

Dear,

I am writing to you for a letter of recommendation as part of my application to colleges. I believe you are one of the teachers who have great insight regarding my contributions in the classroom. Attached you will find the following documents necessary to assist you in writing my letter of recommendation:

Letter of Recommendation Request Sheet

Brag Sheet

Schools I am applying to

Teacher Evaluation Form

Mid-Year Report

School Report

Final Report

Envelope with mailing address

Other:

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If you feel you are not the best person to write this letter for me, please advise me immediately. This letter must be completed (and/or mailed) by DATE so I can meet my application deadline. If I can provide any other information or assistance, please let me know as soon as possible.

Sincerely,

Name