

Recommendation Letter Request Form

Provide all the following information to your recommender for the best possible recommendation.

Student Name: _____

Recommender Name: _____

Whom should letter be addressed to? _____

This recommendation letter is for:

- Scholarship
- Job Application
- College Application
- Military Academy
- Other _____

Date letter is needed by: _____

What to do with this letter upon completion?

- Return to student: _____
- Give to: _____
- Mail to: _____

Please provide addressed, stamped envelope

Did you attach a copy of your resume? Yes No

What would you like the recommender to emphasize in this letter?

- | | |
|---|---|
| <input type="checkbox"/> Character | <input type="checkbox"/> Fine Arts Ability |
| <input type="checkbox"/> Academics | <input type="checkbox"/> Organizational Ability |
| <input type="checkbox"/> Work Ethic | <input type="checkbox"/> Attitude |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Athletic Ability | |

Other: _____

