



Request for Recommendation

Student's Name: _____
Print name as you wish it to appear on recommendation

Date given to person issuing recommendation: _____

Date letter is needed by: _____

Dear _____,

I am applying to/for (College/Scholarship name) _____
and I am in need of a recommendation.

Please include information about the following **circled** items:

Academic ability & potential community activities school activities

How you have known me & for how long character employment

Other: _____

_____ Copy of criteria attached.

_____ There is no separate form to fill out. Please return to me or
_____ in a sealed envelope.

_____ There is no separate form to fill out. Please use the addressed,
stamped envelope I have provided to mail the recommendation.

_____ Please fill out the attached recommendation form. Would you
please complete the form and:

_____ give to: _____

_____ send it; I have given you an addressed, stamped
envelope to use.

Thank you very much for your assistance,

signature