

Letter of Recommendation Request Form

To make the process of receiving a letter of recommendation more efficient, please complete this form prior to requesting a letter of recommendation.

***** Letters of recommendation take time. Please allow at least one week to complete your request. This may take longer depending on amount of requests received.*****

Name: _____	Date: _____
Year in School: _____	Intended major: _____
GPA: _____	Deadline you need your letter by: _____

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 are involved with either in school, your community, or at home (example: athletics and clubs).

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

Additional information:
