

# REQUEST FOR LETTER OF RECOMMENDATION

Student's Name \_\_\_\_\_ Homeroom # \_\_\_\_\_

Dear \_\_\_\_\_,

Thank you for agreeing to write a letter of recommendation for me to the following colleges and/or universities for admission or scholarship consideration. I have completed the information on the back of this form that may be helpful to you.

I plan on including your Letter of Recommendation in my application to the following:

Name of College/University	Name of College/University	Name of College/University
Address of College/University	Address of College/University	Address of College/University
Target date you're requesting letter to be mailed	Target date you're requesting letter to be mailed	Target date you're requesting letter to be mailed

**STUDENT: Please attach the Letter of Recommendation and check one of the following options:**

\_\_\_\_\_ Please give the letter(s) to the College & Career Counseling Center to be included with my application(s) and/or transcript(s).

\_\_\_\_\_ Please put the letter(s) in the enclosed stamped envelope(s) and mail.

**PLEASE SUBMIT THIS FORM TO YOUR TEACHER  
AT LEAST 2 WEEKS PRIOR  
TO THE MAIL DATE YOU REQUESTED ABOVE**

**STUDENT INFORMATION FOR TEACHER RECOMMENDATION**

Student Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Teacher Email: \_\_\_\_\_

*To the student: The purpose of a teacher evaluation is to support your academic record and elaborate on your specific qualities, using examples, to give the colleges a picture of the type of student and person you are. Please answer the questions below as completely and thoughtfully as possible, and include any memorable moments (serious or fun) that you recall.*

Please list all the colleges you are considering right now.

In what class, club, or other activity have you participated in with me? What year(s)?

Why did you ask me for a recommendation? What insight do you think I can offer?

Discuss a specific time, story, project, or presentation that you remember about the class/activity.

What specific lessons were important to you in my class?

What are/were your greatest contributions to the class?

What was your greatest struggle in the class? How did you handle the problem?

Please list the personal and/or academic qualities you would like discussed in the letter. Give an example of how you showed each quality of strength in class. What qualities set you apart from others in my class?

What kinds of community service have you participated in and which is the most meaningful?

What is your career goal and chosen major? If you are unsure, what are some possibilities?

Please add any additional information you would like me to know here.