

REQUEST FOR LETTER OF RECOMMENDATION

Please forward to your teachers, along with your asking them if they will write on your behalf.

Two or three weeks advance notice is required!

TO: _____

FROM: _____

PREFERRED NAME: _____

DATE GIVEN TO TEACHER: _____

I am in the process of applying to colleges and would very much appreciate your writing a letter of recommendation for me.

I plan to apply to the following colleges/organization:

It is my understanding that your letter of recommendation will need to be uploaded into Naviance, and the Common Application Teacher Evaluation form will need to be prepared at the same site.

Mrs. Beeler will also need a signed, hard copy of my letter of recommendation for potential scholarships.

It is my plan to begin to apply to colleges on _____

I have listed below the major activities, leadership responsibilities, and employment/volunteer experiences in which I have been involved that you might need for reference in your letter of recommendation OR I have attached my resume for additional information.

MAJOR ACTIVITIES: _____

LEADERSHIP RESPONSIBILITIES: _____

EMPLOYMENT/VOLUNTEER: _____

Thank you in advance for agreeing to write on my behalf.

Sincerely,

(Student)