

Request for Letter of Recommendation

To (who do you want to write the letter): _____

From (your name): _____

Today's Date: _____

Date you need the letter: _____

This letter is for College Admittance Scholarship Consideration Personal

To Be Completed By The Student

School Activities (to include years and leadership positions): _____

Community Activities (to include years and leadership positions): _____

Greatest Personal Strengths: _____

Post High School Plans (future career/ college goals): _____

To The Letter Writer

Please include the following information in your letter:

- ✓ How long have you known this student?
- ✓ In what capacity have you known him/her (teacher, employer, etc.)?
- ✓ What characteristics do you see in this individual which make him/her a good candidate for scholarship consideration/college admittance