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