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.

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Please list any extracurricular activities you are involved with either in school, your community, or at home (example: athletics and clubs).

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

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Additional information:

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Name:________________________________________ Date:__________________________

Year in School: ___________________ Intended major:___________________________

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