

# RECOMMENDATION REQUEST FORM

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Letter Due Date: \_\_\_\_\_

Purpose of Letter: \_\_\_\_\_

*Please address the letter of recommendation to the following name and address:*

Name of Organization: \_\_\_\_\_

To the attention of: \_\_\_\_\_

Address: \_\_\_\_\_

*My resume and a “brag sheet” are attached. The information below may be useful in your preparation of this letter of recommendation for me. (Examples: specific classes, relevant experiences or awards; reminders of specific, special experiences you and the recommender had together; information about the scholarship requirements; hardship you’ve overcome, accomplishments you’re particularly proud of; etc.)*

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- Please call or email me when the letter is ready for pickup.
- Please mail the letter in the stamped/addressed envelope that I provided.

*Thank you in advance for your time and agreeing to recommend me.*