

## Letter of Recommendation Request Form

Student's Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date Letter is Needed By: \_\_\_\_\_

Letter Addressed to:  General Scholarship Use  General College Admission Use

SPECIFIC Scholarship: \_\_\_\_\_

*(I've attached information about this scholarship to this form.)*

SPECIFIC College Admission: \_\_\_\_\_

Format of Letter Needed:  Electronic (you will be emailed a link)

Electronic: please email me a copy at

\_\_\_\_\_

Paper (in a sealed envelope)

Paper (please give me a copy not in an envelope)

Intended Program of Study: \_\_\_\_\_

The reason I chose you to write this letter of recommendation:

Some of my personal qualities that I feel you could emphasize in your recommendation are:

Some of my academic strengths that I feel you could emphasize in your recommendation are:

These are some of the things I want the college admission and/or scholarship committee to know about me:

**The specific examples I hope you will discuss in this letter are:**

(for example: concrete instances when I demonstrated an important quality like leadership, creativity, responsibility, community service, ability to overcome a significant obstacle)

**These are a list of my notable activities, honors, and awards in and outside of school:**

(You can also attach a copy of your activity resume instead.)