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.)