

# Additional Letter of Recommendation Request Form

please print clearly

this form should be filled out only after a letter has been written for you.

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Organization: \_\_\_\_\_

Date needed by: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for the letter: (please check one box)

- College Application    Military Appointment    Scholarship  
 Internship    Camp

Letters take 1 day for a simple change  
3 school days for multiple changes  
5 school days for major changes.