

Letter of Recommendation Request Form

please print clearly

Name: _____

Date: ____/____/____

Organization: _____

Date needed by: ____/____/____

Reason for the letter: (please check one box)
 College Application Military Appointment Scholarship
 Internship Camp

Letters take 5 – 7 school days unless it is the end of the quarter/semester then it takes 10 – 12 school days.

I. Give three words that describe you with evidence.

1. : _____

2. : _____

3. : _____

II. How do you distinguish yourself from your classmates?

III. List your extracurricular involvement: include years involved, positions held, and a description of what you did.

IV. Any additional information you believe I should know. (work experiences, family circumstances, personal hardships)

