

Letter of Recommendation Request Form

Student Information		
Name:	Phone:	Email:

Letter of Recommendation Requirements		
<input type="checkbox"/> College/ University Admissions	<input type="checkbox"/> Scholarship Application	<input type="checkbox"/> Other:
Name of College/ University/ Scholarship:		
My intended major is:	Anticipated Transfer Semester:	
My current GPA is:	Clubs/ organizations that I am a member of:	
Details regarding the scholarship:		
Address the letter of recommendation:		
To the attention of:		
Address:		
City:	State:	Zip:

Details about Me

1. How long you have known your recommender, and in what capacity:
2. The following is a list of what I consider my strengths:
3. I nurture and develop my strengths by:
4. I consider my challenges as:
5. Practices that I use to manage these challenges are:
6. Extracurricular/ volunteer activities that I have participated in are:
7. The following is a list of innovative ideas, leadership skills, and factors which make me stand out are:

____ Please call me at (____) _____ when the letter is ready to be picked up.

____ Please mail the letter in the addressed and stamped envelope that I provided.

THE LETTER OF RECOMMENDATION IS DUE BY: _____

Thank you in advance!