

# **Letter of Recommendation Request Form**

I, \_\_\_\_\_, am requesting a letter of recommendation. The recommendation is for colleges and scholarships. I would appreciate if the letter can be addressed: "To Whom It May Concern" so I can make several of copies of this one form and bug you less!

However, I understand if you want the letter to be sealed, confidential and UNOPENED – I **AM NOT ALLOWED** to make copies. If this is the case, I will need a total of \_\_\_\_\_ copies of letter of recommendations. Ms. Vaccaro has recommended to students to submit our college application in one complete packet so items will not be lost in the admission's office at the various colleges and universities.

Below are a list of highlights of activities, experiences and background information to assist you in creating the letter of recommendation. The emphasis of your letter will be about your class performance, but this is supplemental information that may or may not be used.

<b>Clubs/Activities/Job(s)</b>	<b>Positions Held/Awards</b>	<b>Duration</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b>Enrichment Programs</b>	<b>Description of Program</b>	<b>Duration</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Projects I am proud of:**

\_\_\_\_\_

\_\_\_\_\_

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## **Background Information:**

1 <sup>st</sup> Generation College Bound Student	Y / N
Low Income Family	Y / N
Live in a low socio-economic area	Y / N
Single Parent Household	Y / N
Do I live with a guardian and not my parents	Y / N
Family Size	_____
Cumulative Weighted GPA	_____
Highest SAT Reasoning Scores for each subject or ACT Composite Score Plus Writing	_____ English _____ Math _____ Writing _____ Composite (ACT)

## **Other Unusual or Exciting Information:**

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*I am willing to provide you a draft of my personal statement or any other piece of my work if you feel it will assist you in describing to the institution who I am as a student and as a person.*

**PLEASE PROVIDE ME YOUR LETTER OF RECOMMENDATION BY \_\_\_\_\_ . IT WILL BE MY RESPONSIBILITY TO PICK IT UP FROM YOU. I HAVE ENCLOSED, HEREWITH, AN ENVELOPE(S) SO YOU MAY BE ABLE TO SEAL AND SIGN IT ON THE BACK OF THE ENVELOPE FOR CONFIDENTIALITY.**

**Please inform me if I can or cannot make copies.**

**Thank you, thank you, thank you so much!!!! am aware that you are taking your own personal time to write this letter of recommendation. Therefore, I agree to provide you any necessary information, documents, envelopes and any other necessary items in order to assist you. I will not wait until the last minute to request the letter of recommendation and provide you friendly reminders as the due date approaches.**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Today's Date**