

RECOMMENDATION REQUEST FORM

WHAT IS A RECOMMENDATION?

Colleges and scholarship organizations want to make the best decision as they select students. In addition to the transcript, standardized test scores and essays, colleges and organizations often want other opinions of your character, success and achievements. A letter of recommendation from a teacher, counselor or community member can provide another opinion and can share stories and examples that are positive and put you in a good light.

STUDENTS

Students: Complete the sections below. Give all 3 pages to the teachers, counselors or community members from whom you need a recommendation for college admission or applying to scholarships.

RECOMMENDER

(Teachers, Counselors or Community Members)

Please write a letter of recommendation for me. My information is listed below. I am applying for admission to the colleges and/or scholarships also listed below.

Date: _____ Students Name: _____ ID/Home Rm# _____

Grade: _____ Email: _____

GPA: _____ Mobile Phone Number: (_____) _____

**NAME OF COLLEGE OR
SCHOLARSHIP ORGANIZATION**

**ADDRESS AND CONTACT INFO
FOR COLLEGE / ORGANIZATION**

DEADLINE DATE

(Please submit or return letter to me by this deadline date)

Send to me directly or I waive my right to see the letter-send directly to contact listed above

