

Request for Letter of Recommendation

Please complete the following information and submit this form with your letter request. This will help us provide an accurate and up-to-date letter of recommendation. Please request your letter at least three days before you need it. *Suggestion: complete the highlights portion of this form and save a copy to use for additional requests.*

My name: _____

My contact information: _____

Letter is for: _____

Due Date: _____

Online submission (site will email teacher)

Please mail the letter: (address) _____

I will pick up the letter.

Other: _____

Current GPA: _____

ACT Score: _____

Highlights about me:

Advanced courses I have taken:

Honors/awards/achievements/service/leadership:

Extra-curricular activities:

Personal goals/other interests: