

REQUEST FOR TEACHER LETTER OF RECOMMENDATION

I wish to request a letter of recommendation from you. I am providing the following information to assist you in the writing of the letter.

Your name _____

Today's Date: _____

Scholarship Name: _____

Due Date: _____

When finished with your letter, please:

- Return it to me in hard copy
- Email it to me (my email address is _____)
- Send it to the following address

I had you for the following course(s):

_____	Year _____	Final Grade Recvd _____
_____	Year _____	Final Grade Recvd _____
_____	Year _____	Final Grade Recvd _____

I HAVE/HAVE NOT (circle one) included my resume for you to use as a reference.

Special achievements in your class: (What did you do in class to make you stand out? What do you feel was your strongest contribution to the class?)

Topics I would like you to mention in my letter of recommendation: (What do you want the colleges to know about you that your teacher may not know? hobbies & interests outside of school; summer or after-school jobs – DON'T RESTATE HONORS THAT WILL BE ON YOUR RESUME)

My career/major goals are: _____

THREE adjectives that best describe me are: _____

Colleges to which I am applying:

