Dear Mr/Ms __________________________,  
(teacher who you want to write a letter)  
I would like to request a letter of recommendation for my college applications. I am applying to:

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**Your career plans:** (what you plan to study in college and what careers are you thinking about)

__________________________________________________________________________
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Is your academic performance in this class a reflection of your ability? What factors (personal, family, social, academic) have contributed to your performance, positively or negatively?

__________________________________________________________________________
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List 5 words that describe you well. Why did you select these words?

__________________________________________________________________________
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List your personal characteristics. How would your teachers and friends describe you? List a few strengths and weaknesses.

__________________________________________________________________________
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Please share anything else that may be helpful in preparing your recommendation.

__________________________________________________________________________
__________________________________________________________________________
Letter of Recommendation Request Form
To be completed by the student when needing a recommendation.

Name______________________
Date_____________________

Please note: If your teacher sends electronic recommendations through Scoir, you must also request your letters of recommendation in Scoir (after you speak to them)