

Letter of Recommendation Request Form

To be completed by the student when needing a recommendation.

Name _____

Date _____

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:

NAME OF COLLEGE	DEADLINE		NAME OF COLLEGE	DEADLINE

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

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?

List 5 words that describe you well. Tell us why.

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

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

Please note: If your teacher sends electronic recommendations through Naviance, you must also request your letters of recommendation in Naviance. If your teacher does not, please include a pre-addressed stamped envelope for EACH college.