

LETTER OF RECOMMENDATION REQUEST

To: _____ From: _____ Date: _____

My personal email: _____ Ph: _____

If you would please write a letter of recommendation for me on **official letterhead**, I would appreciate it very much.

This letter of recommendation is for: ____Scholarship ____College ____Job ____Other

Name of Scholarship/college/business to which I'm applying: _____

The deadline for this letter of recommendation is _____

You may possibly receive an email for an online letter of recommendation: _____

G.P.A (4.0 Scale) _____ Class Rank ____/____ Cumulative ACT Score _____

My intended college major is _____ My career goal is _____

Clubs/organizations (school, community, church) I've been a member of or Awards I've received throughout high school.

Club/Organization or Award Name	Position Held (member/officer)	Membership Date	Activities, Events, & Awards

Jobs I've had throughout High School

Business Name	Position	Employment Dates	Job Duties/Awards

Volunteer work throughout high school:

Organization/Event	Dates of Service	Description of service	Number of hours

Additional information about me:

