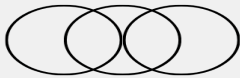
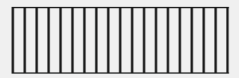
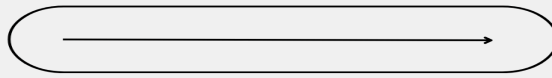


REQUEST



FOR LETTER OF RECOMMENDATION

Name _____ Phone # _____

Email address: _____

List the names of the Colleges that you are applying to:

Purpose of the Recommendation

- Type of opportunity (e.g., college application, scholarship, internship, job): _____
- Name of institution or organization: _____
- Deadline for submission: _____
- How should the letter be submitted? (e.g., online portal, email, printed copy): _____
- Any specific instructions from the institution/organization: _____

Details to help the Recommender

- How do you know the recommender? (e.g., teacher, mentor, counselor): _____
- Strengths or skills you'd like highlighted: _____

- Achievements or experiences relevant to the opportunity: _____

- Career or academic goals: _____
- Any challenges you've overcome that should be mentioned: _____

Awards & Honors

- List any academic, athletic, artistic, or community awards you've received:
(Include name of award, year received, and reason if applicable)

Extracurricular Activities

- Clubs, sports, music, theater, student government, etc.: *(Include roles, years of participation, and any leadership positions)*

Volunteer Work and Community Service

- Organizations or events you've volunteered for: *(Include type of work, hours contributed, and impact if known)*

Reminder to thank your recommender for the letter 😊