

# **Request for Recommendation Letter**

This form should be used for people writing Recommendations Letters for the student. Please allow two weeks for the letter of recommendation.

To: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_

ACT Score: \_\_\_\_\_ Class Rank: \_\_\_\_\_ GPA: \_\_\_\_\_

College attending: \_\_\_\_\_

Studying: \_\_\_\_\_

Future job/goal: \_\_\_\_\_

Personal Data: Family History: (Parents, occupations, siblings' names and ages

Hobbies:

Volunteer Activities:

Leadership Position:

Activities & Involvement:

Work Experience: (Date, Place, Job Description)

Other: (Is there anything else you would like to tell us about yourself?)