



## Letter of Recommendation Request

In order for a counselor, principal, or teacher to write an effective recommendation letter, please complete the following form to assist us in the process.

**A Letter of Recommendation Request must be submitted at least one week prior to the letter due date.**

Student Name: \_\_\_\_\_ Letter Due Date: \_\_\_\_\_

Recommend  
Student To:

\_\_\_\_\_  
ORGANIZATION, SCHOOL, CAMP, ETC.

\_\_\_\_\_  
ATTENTION NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIPCODE

Why are you requesting this recommendation?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What specific information must be included in the Letter of Recommendation?

Academic Achievement

Character Traits

Work Habits

Extra-Curricular Activities

Conduct

Other (please explain) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_