

# Sample Form to Request Letters of Recommendation

## Letters of Recommendation Request

Thank you for writing me a letter of recommendation. This form provides information that will help you relate the letter to my future career goals. I encourage you to write specific examples you may have observed my leadership, intellectual curiosity, teamwork, etc. Please save a copy of this letter for me as I may need to use it again in the future as I apply for additional colleges and scholarships.

**Thank you.**

Student's Name: _____	Letter Needed by: _____
<b>This letter will be used for:</b>	
<input type="checkbox"/> College Admissions: _____	_____
(Name of College)	(Name of College)
<input type="checkbox"/> Scholarships: _____	_____
(Name of College)	(Name of College)
<input type="checkbox"/> Other (specify) _____	_____

<b>Academic Information:</b>	
Current Cumulative GPA: _____	Highest ACT Score: _____
Other Academic Awards/Honors:	
Future Goals:	
Plans for college or post-secondary school education or training:	
Special interests, hobbies, talents:	
Activities/Involvements:	
How would you describe yourself	
Any additional information:	