

Request for Letter of Recommendation*
(To be given to anyone writing a recommendation letter for you)

Student Name: _____

Writer Name: _____

Date request submitted: _____ Date letter promised: _____

**Attach a copy of your Brag Sheet to this request*

Purpose of Letter

If you would like to submit a letter to more than one institution or business, please provide names and addresses for each intended recipient in the spaces provided.

Employment: _____ Business name/type of work: _____
Attn: _____
Address: _____
Attn: _____
Address: _____

Scholarship: _____ Type/Title: _____
Attn: _____
Address: _____

College: _____ Name: _____
Attn: _____
Address: _____

Include the following information about the applicant: _____

