Letter of Recommendation Request Form

Name:  

Today’s Date:  

Along with this form, attach an unofficial copy of your transcript and your updated resume.

Why are you requesting a letter of recommendation? (i.e. scholarship, work, honor society)

Name of person/agency and address the letter is to be addressed to: (i.e. Mr. Jones, The Big Kid Scholarship, 992 Lincoln Lane, Greensburg)

Due date of the letter:  

Year in college: (i.e. sophomore, junior, senior)  

Current GPA:  

On-campus clubs/organizations/activities: (note if you have held an officer position)

Off-campus clubs/organizations/activities: (note if you have held an officer position)

Additional information to be noted in letter of recommendation:

Letter of recommendation is to be:

☐ Returned to me

☐ Sent directly to requester/organization (submit an addressed envelope)

☐ Sent as an attachment with an application (submit completed application and addressed envelope)

Students are reminded to give 2-3 weeks’ notice when requesting letters of recommendation. All letters of recommendation will be kept confidential.