

**Dr. Fry Brown**  
**Letter of Recommendation Request Form**

*To make the process of receiving a letter of recommendation more efficient, please complete this form PRIOR to requesting a letter of recommendation.*

***INCLUDE A RESUME AND ANY INSTRUCTIONS FROM THE REQUESTING AGENCY FOR THE LETTER.***

PLEASE ALLOW AT LEAST TWO WEEKS TO COMPLETE YOUR

**Student Name**

**HUID#**

**Classification**

**Major/Minor**

**Cumulative GPA**

**What is the due date for this letter?**

**What is this letter for? Be specific, what is the name of the program/scholarship?**

**What is the mailing address for the program/scholarship?**

**Who should this letter be addressed to?**

**Please list no more than 3 extracurricular activities you are involved with either in school, your community, or at home (example: athletics and clubs):**

**Please list any additional information you think it's important for me to include:**

**How will this letter be submitted?**

Online

By Mail

Picked up by Student

This form should be completed, printed and turned into the office.  
Completion of this form does not guarantee that a letter will be written.