

## 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.*

### **PLEASE ALLOW AT LEAST TWO WEEKS TO COMPLETE YOUR**

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 any 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: