

REQUEST FOR LETTER OF RECOMMENDATION

Name: _____

Date of Request: _____

Date Needed: _____

Please give teachers an adequate amount of time to complete the letters. Discuss the timeline with the teacher when giving them this sheet. Do NOT expect teachers to make this their first priority. Respect their time and other responsibilities.

Intended Major: _____

Career Goals: _____

Scholarship you are applying for: _____

College(s) you are applying to: _____

Scholarship's Focus: _____

*** Attach your Senior Profile to this sheet when submitting this request to each teacher.**

*** Be sure that your Profile includes details of leadership and volunteerism.**

*** Be sure to follow up with the teachers as you finish your applications or as scholarship deadlines approach.**