



Request for Letter of Recommendation

Dear _____

I would appreciate it very much if you would write me a letter of recommendation. I have provided information below. Thank you.

Student Name: _____

Recommendation is needed for:

_____ college admission, name of college(s):

_____ scholarship, name of scholarship: _____

My extra-curricular activities include:

My community service or outside school activities include:

Other information:

Thank you again!

Student Signature