

# REQUEST FOR RECOMMENDATION

To: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_

I would appreciate you writing a recommendation for me. If you are unable to do so at this time, please simply return this form to me.

The recommendation is for:

\_\_\_\_\_ admission to high school (or)  
\_\_\_\_\_ scholarship

This is a(n): open letter of recommendation  
closed

\_\_\_\_\_ The high school is \_\_\_\_\_

\_\_\_\_\_ The scholarship agency is \_\_\_\_\_

\_\_\_\_\_ The form is attached.

I have a GPA of \_\_\_\_\_

I would appreciate you completing the recommendation by \_\_\_\_\_

\*\*\*\* Remember to allow the person two weeks to write the recommendation.

I took the following courses from you (or were in these activities which you moderated):

My principle extra-curricular activities have been (note offices/honors):

My community interests, volunteer work or job commitment:

My high school/college/career goals are:

I think my greatest strengths are:

The high school is particularly interested in/concerned about:

Other information that may be helpful: