

Request for Recommendation Letter

Your Name: _____

Today's Date: _____

Date Recommendation Needed By: _____

Reason for Recommendation: _____

For college applications, list the following:

Prospective Major: _____

Schools applying to: _____

Please include the following with request:

- Transcript from Guidance Dept.
- List of Extracurricular Activities (including volunteer work and part-time work).