

Letter of Recommendation Information and Request Form

Dear _____, I am applying for the following internship, scholarship or college:
(Please be specific):

I am requesting a Letter of Recommendation to support my application. For your convenience I am including the following information. I have also attached a copy of the application requirements. Please do not hesitate to contact me for additional information or clarification.

Name: _____ Date of request: _____

High School Attending: _____ Year in school: _____ GPA: _____

Date recommendation is needed: _____ Number of copies needed: _____

I will pick up the recommendation.

Please email the recommendation to: _____

Please mail the recommendation to:

Name: _____

Title: _____

Organization: _____

Mailing Address: _____

City, State and Zip code: _____

Other special instructions: _____

Educational and/or career goal(s):

Personal characteristics supporting potential for success, noteworthy achievements:

Applicable work, educational or volunteer experience (attach resume):
