



Letter of Recommendation

Name: _____ Grade _____

I am asking for a Letter of Recommendation for (check all that apply):

*****UC / CSU CANNOT / DO NOT ACCEPT LETTERS OF RECOMMENDATION.*****

- _____ On-line Common Application (private colleges)
- _____ Hard-copy needed for college (private colleges)
- _____ Scholarship
- _____ Other (please explain)

Please address letter to: _____ To Whom It May Concern...or....

Expectations:

- _____ Please attach a Student Profile / Resume (list of accomplishments, recognitions, service, etc.)
- _____ Please attach Scholarship Information, if applicable (from website, etc.)
- _____ Please make an appointment with your counselor to discuss and submit this request.

***If working with a teacher, please communicate directly with the instructor.

Date Submitted: _____

Deadline:** _____

****Note: Teacher / counselor must have two weeks from request to deadline.**

I have read and acknowledge the contents of the Letter of Recommendation etiquette on the reverse side.

X _____