

REQUEST FOR RECOMMENDATION

TO: _____
FROM: _____
DATE: _____

Thank you for agreeing to write a letter of recommendation for me. I will need the letter by _____.

The completed letter should be:

- a) returned to me
- b) sent directly to:

Attached to this request is a paragraph outlining some unique qualities and interests I possess that may help you to personalize your letter. Below is a list of activities, offices, honors & awards, and work experience I have accomplished.

SCHOOL ACTIVITIES

Activity	Leadership Position	Honors and Awards	Years Participated

COMMUNITY AND OTHER SERVICE ACTIVITIES

Organization or Activity	Type of Service Performed	Dates of Service	Total Hours of Service

WORK EXPERIENCE

Employer	Occupation/Activity	Dates Worked