

- A resume must be attached when asking a teacher/outside source for a letter
- A resume and senior questionnaire (for 12<sup>th</sup> grade students) must be attached when asking a counselor for a letter

### REQUEST FOR LETTER OF RECOMMENDATION

Recommendation letter requested from: \_\_\_\_\_

(Name of teacher/counselor)

Student's Name: \_\_\_\_\_

School Applying to: \_\_\_\_\_

(Name)

\_\_\_\_\_

(Address)

\_\_\_\_\_

(City, State, Zip Code)

Date Needed: On or Before \_\_\_\_\_

Thank you,

\_\_\_\_\_

(Student's Signature)