

Request for Recommendation Letter

Name _____ Date _____

Who do you want to write your recommendation letter? _____

Who do I address the letter to? _____

Where do I send the letter? _____

_____ We are mailing for you

_____ Giving you a sealed envelope for you to take with you

What are you applying for? (Academic scholarship, Athletic scholarship, a job, etc) _____

OFFICE USE ONLY

_____ *Received from student*

_____ *Mailed Date*

_____ *Initials of Counselor*

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