

Letter of Recommendation Request Form

Dear: _____

I would appreciate your consideration in writing a letter of recommendation for me. If you agree, I would need this letter completed by _____.

This letter will be used for:

- Scholarships
- Employment

You may address the letter as follows:

To Whom It May Concern: (or) _____

The following would be helpful when you write this letter:

- 1) Please write on company letterhead or use a company stamp. If these items are not available to you, please be sure to include the following information:
 - a. company name, address, city, state, and zip code
 - b. company phone number
- 2) Please type the letter.
- 3) Please date the letter.
- 4) Please include the dates I have known or worked for you.
- 5) Please include the capacity in which you have known me (student, employee, co-worker, etc.)
- 6) Please include your complete name and title in your signature.
- 7) Please sign the letter.

As you write the letter, the following information might be helpful to you:

- 1) My Skills:

- 2) My Personal Qualities:

- 3) College/Career Goals:

- 4) Please reference the attached activities chart for additional information.

Thank you for your help and consideration.

Sincerely, _____