

COLLEGE/SCHOLARSHIP RECOMMENDATION REQUEST

Student Name _____ Phone# _____

Reason for Recommendation: (check all that may apply to this one request)

_____ college admission

Name of College: _____

_____ scholarship

Name of Scholarship: _____

_____ other

Description: _____

Deadline: _____

Return Recommendation To: _____

(If the recommendation is to be mailed directly somewhere, student should provide recommender with an addressed, stamped envelope.)

Cumulative GPA _____

Class Rank _____

Student Activity Sheet Attached

Name of person completing the recommendation _____

Dear Recommender,

Thank you for writing this recommendation. Please view this as an honor and an important responsibility. Note the deadline & where to return the recommendation. Failure to meet these requirements will more than likely eliminate the student from competition, especially if this is for a scholarship. Thank you for your prompt response to this recommendation and for your valuable assistance.