

**REQUEST FOR LETTER OF RECOMMENDATION**

**STUDENT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DATE MUST BE COMPLETED** (*give at least one week*): \_\_\_\_\_

**This letter is for** (check one):

\_\_\_\_\_ Scholarship (list scholarship name): \_\_\_\_\_

\_\_\_\_\_ Summer Program/Educational Program (list program name): \_\_\_\_\_

\_\_\_\_\_ College Acceptance (list college name/s): \_\_\_\_\_

\_\_\_\_\_ Other, Please explain \_\_\_\_\_

**PERSONAL INFORMATION**

Either fill out the information below ***or*** attach a resume' explaining your accomplishments.

**List of Extracurricular/After School Activities:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Honors and Awards:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Volunteerism:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_