

Teacher Letter of Recommendation Request Form

Please answer the following questions so I can write the best possible letter for you.

Return this form to me at least _____ days *before* you need the letter.

Your Name: _____ **Date:** _____

Date the letter(s) needs to be completed: _____

Specifics of letter(s) (Check all that apply)

address letter to specific person: _____

business or group name: _____

address: _____

address letter "To Whom it May Concern"

typed on school letterhead

sealed in an envelope

returned to student

turned in to guidance office

turned in to: _____

of additional copies: _____

This letter is for:

college entrance application (school: _____)

college program/school/department application (specific: _____)

scholarship (scholarship name: _____)

job application (company/position: _____)

character recommendation (court or other: _____)

other: _____

Your Future Plans: What do you plan to do after high school?

Your Experience: What have you done in school to prepare for this field of study or work?

Academic & Personal Strengths: What are your strengths?

Please list any information pertinent to the letter (i.e. areas of focus for the scholarship, character traits or leadership experience the committee/recipient may be looking for):

<u>Memberships</u>	<u># of Years</u>	<u>Offices Held</u>	<u>Awards/Honors</u>
Art	_____	_____	_____
Bell Choir	_____	_____	_____
CHOICES	_____	_____	_____
Choir	_____	_____	_____
Drama	_____	_____	_____
FBLA	_____	_____	_____
FFA	_____	_____	_____
Forensics	_____	_____	_____
Jazz Band	_____	_____	_____
Leo	_____	_____	_____
Library	_____	_____	_____
National Honor Society	_____	_____	_____
Pep Band	_____	_____	_____
R Club	_____	_____	_____
Spanish	_____	_____	_____
Student Council	_____	_____	_____
Vocal Jazz	_____	_____	_____
Yearbook	_____	_____	_____
Sport(s)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Other	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____