

**REQUEST FOR A TEACHER LETTER OF RECOMMENDATION FOR COLLEGE
ADMISSION OR SCHOLARSHIP**

Note to students: You must speak with the faculty member and request the letter of recommendation in person. If the faculty member agrees to write the letter, give him/her this form. Print your name and the address of the institution very neatly. **Make sure that you sign the form at the bottom.** Check all items that apply to your request.

TO: _____
TEACHER

FROM: _____
STUDENT

DATE: _____

I am/was enrolled in your _____ class.

Please write a letter of recommendation on my behalf to the college, scholarship, or other program listed below. Please give your honest assessment of my work ethic, study habits, grasp of material, analytical ability, and personal strengths. Please include any anecdotal comments that you believe would be helpful to my evaluation. **I understand that this recommendation may be forwarded to the college or scholarship program without my prior review. I also understand that in making this request, I waive my right of future access to the contents of this letter.** Check **all** that apply:

- _____ Additional addresses are listed on the back side of this form.
- _____ Please write a general letter that can be forwarded to any institution.
- _____ Please use the special form that is attached
- _____ Forward your letter to Mrs. Rigney.
- _____ Please mail the letter directly to the college. I am attaching a stamped, addressed envelope.

My letter must be postmarked by the following deadline: _____
(Allow at least **three weeks** from the date of request to the deadline).

You might also refer to my accomplishments outside of the classroom. Some highlights are listed below or are listed on the attached sheet.

Please direct your letter of recommendation to the following institution(s): List all colleges or complete the address list on page 2 of the form.

Colleges to which I am I would like the letter sent: _____

Student Signature: _____

List of Colleges with Addresses:

Office of Undergraduate Admissions/Office of Scholarship and Financial Aid/ Other Title

Name of Institution

Address

Address (2nd line if needed)

City/State/Zip

Office of Undergraduate Admissions/Office of Scholarship and Financial Aid/ Other Title

Name of Institution

Address

Address (2nd line if needed)

City/State/Zip

Office of Undergraduate Admissions/Office of Scholarship and Financial Aid/ Other Title

Name of Institution

Address

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