

## LETTER OF RECOMMENDATION REQUEST FORM

Hello, I'd like to request a letter of recommendation. Please read the following information about me to refresh your memory and learn about the scholarship I am applying for.

Here is a description of the how we have worked together: \_\_\_\_\_

\_\_\_\_\_

### ABOUT ME

My Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Major/Area of Study: \_\_\_\_\_ College GPA: \_\_\_\_\_

Career Goal: \_\_\_\_\_

The scholarship I am applying for: \_\_\_\_\_

Awards, honors, and leadership skills I have earned: \_\_\_\_\_

\_\_\_\_\_

My activities (volunteer, school clubs, etc.): \_\_\_\_\_

\_\_\_\_\_

Information about my life (include any hardships or struggles that may be important): \_\_\_\_\_

\_\_\_\_\_

It would mean a lot to me if you would mention this specifically in your letter: \_\_\_\_\_

\_\_\_\_\_

This letter of recommendation is due by: \_\_\_\_\_

Instructions for delivering this letter (email, mail, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you!