

Request for College Recommendation

Student's Name: _____

Guidance Counselor: Mrs. Fitzroy Mr. Vriesema

Date Recommendation is due: _____
(allow at least 3 weeks)

Dear _____ : Today's Date: _____
(teacher, coach, other)

Would you please agree to write me a letter of recommendation? The reason I chose you, in particular, to write my recommendation is:

I have taken the following courses or participated in the following extracurricular activities with you:

Things I would especially appreciate having you highlight in my recommendation are: _____

I need your recommendation for the following colleges (please indicate with a **CA** behind the name if the college or university is applied to thru Common App or **R** if it is done thru the institution's website):

_____	_____
_____	_____
_____	_____

Check all that apply:

- I have attached any forms required by my college(s).
- If my college(s) requires no specific form, a general letter of recommendation is appropriate.
- My student resume is either attached or on Naviance's resume page

With gratitude,

(Student Signature)

Teacher: Date recommendation was posted to Naviance and/or mailed: _____