

Request for a Letter of Recommendation and/or

Secondary School Report

Date: _____ Date received by teacher: _____

Name: _____

Dear _____,

I am applying for: (check one)

- Admissions
- Scholarship

Colleges/Scholarships

_____	_____
_____	_____
_____	_____
_____	_____

I need to submit a letter of recommendation. Would you consider writing a letter for me? I have attached my student resume'. I understand that this letter will be confidential. I appreciate your taking time to do this for me.

Sincerely,

(Student Signature)

CHOOSE ONE:

- I need this letter in a sealed envelope with your name signed across the back. I will pick it up on _____.
- I need you to upload this letter to _____
Example SEND EDU, Common Application, scholarship website