

Student Request for Letter of Recommendation from Teacher

To the Student: Use this form whenever you request a letter of recommendation from a teacher. It will provide the teacher with information necessary to write an accurate, specific and effective recommendation. Your teachers write letters as a courtesy to you, so be sure to ask them politely, several weeks in advance. Print legibly.

Your Name: _____ **Grade Level:** _____ **GPA:** _____

Recommending Teacher: _____ **Subject:** _____

List the courses you have taken from this teacher: _____

Why is it appropriate for this particular teacher to recommend you? _____

What are your plans for post-commencement work/study? _____

What is the purpose of this letter? _____

What is today's date? _____ **When do you need this letter?** _____

Name of addressee: _____ **Title:** _____

School, College or Business Name: _____

Street: _____

City: _____ **State:** _____ **Zip Code:** _____

List specific skills and/or personal strengths to be addressed in the letter: _____

List your most significant accomplishments under this teacher's instruction: _____

List other potentially supportive information (e.g., extra-curricular activities and/or awards): _____

To the teacher: Please give finished letter to the student.