



Letter of Recommendation Information Sheet

Please complete this form if you would like to request a letter of recommendation.

Name:		
Grade:	Today's Date:	Date Letter is Needed:
GPA:	Class Rank:	

Purpose for Letter of Recommendation:

- College Admission
 Scholarship
 Honor or Award
 Employment
 Other: _____

Is there a special form to complete? No or Yes → (If YES, include the form with this sheet.)

Who should the letter be addressed to? _____

What is their title or position? _____

What is the address I should mail the letter to? _____

Describe what you are applying for. (Example: A \$500 scholarship for an outstanding leader in good academic standing who has participated in school activities and has a record of service to school and community.)

List the school activities you have participated in, the number of years, and what you gained or learned from each activity. Please include artistic, athletic, literary, service, and leadership positions (include an attachment if necessary).

School Activities	Dates	What you gained/learned

Which activity was most important to you and why?

Activity	Why it was important to you

What do you consider your most important activities outside of school? List jobs, hobbies, volunteer work, religious activities, travel, music, art, and drama etc. Include the number of years of involvement and explain why this activity was significant to you.

