

# Letter of Recommendation Request Form

To be completed by the student when needing a recommendation.

Name\_\_\_\_\_

Date\_\_\_\_\_

Dear Mr/Ms \_\_\_\_\_,  
(teacher who you want to write a letter)

I would like to request a letter of recommendation for my college applications. I am applying to:

NAME OF COLLEGE	DEADLINE		NAME OF COLLEGE	DEADLINE

**Your career plans:** *(what you plan to study in college and what careers are you thinking about)*

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**Is your academic performance in this class a reflection of your ability? What factors (personal, family, social, academic) have contributed to your performance, positively or negatively?**

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**List 5 words that describe you well. Why did you select these words?**

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**List your personal characteristics. How would your teachers and friends describe you? List a few strengths and weaknesses.**

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**Please share anything else that may be helpful in preparing your recommendation.**

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**Please note: If your teacher sends electronic recommendations through SCOIR, you must also request your letters of recommendation in SCOIR (after you speak to them)**