

## Request for a Guidance Letter of Recommendation

Name: \_\_\_\_\_

Student #: \_\_\_\_\_

Date request was made : \_\_\_\_\_

Date that letter/online submission is needed: \_\_\_\_\_

You will need to:

- ❖ Attach a brag sheet or resume to this request form
- ❖ If there is a specific form that needs to be completed, it needs to be attached as well
- ❖ If you submitted my name to an on-line application for an electronic submission of the recommendation, you need to complete this form
- ❖ Please write any additional information that I should be aware of, on the back of this form
- ❖ Please allow 2 weeks for processing

The recommendation that is being requested will be used for the following:

(Specify the school's name and/or scholarship name. Specify if this is for common application or other on-line application profile)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Please drop this form off in Guidance or send it through Edsby**