**Letter of Recommendation Request**

**Your Name:**

**GPA: Rank in class:**

**List any Honors/AP/Dual Credit/Advanced classes you have taken:**

**What are you requesting? (so I know if it’s for a scholarship, college application, contest entry, etc.)**

**When do you need it? (please don’t say today!)**

**If it is a letter, who am I writing to? (A name is always best! If not, is there a committee or sponsoring organization for the scholarship?) Please include an address.**

**Will I give it to you or send it to someone else? If it’s somewhere else, I definitely need an address!**

**For this particular entry/contest/scholarship/chance to talk about how fabulous you are, what kind of information do they want? (For instance, a community service scholarship probably would want a letter focusing on your efforts in this area; a leadership scholarship would probably want me to focus on your leadership/teamwork skills, etc.) We all know you are amazing, what part of that should I focus on??**

**Please list 3 adjectives you would use to describe yourself:**

**What are your greatest strengths?**

**Future plans: (Where? Why? What major? Then what? The more specific you are, the more specific I can be).**

**Activities/honors/awards worth noting: (Again, the more info. you give me, the more focused I can be when discussing how fabulous you are)**

**Additional information you want me to discuss or include:**