

COLLEGE RECOMMENDATION REQUEST

Date: _____

Dear _____

I am applying to the following colleges and would appreciate you writing a letter of recommendation for me.

My career goal is to: _____

Some of my main interests and activities are:

I am particularly proud of the following accomplishments:

I plan to be sending off my applications as soon as possible. If you could turn in your recommendation to Mrs. LiVecchi in the Guidance Office by _____, it would help in getting my applications to the colleges in time.

Thank you so much for helping me to reach my college goal.

FYI***I **plan** on using the Common Application so look for an e-mail. _____

I **do not** plan on using the Common Application. _____

Thank you for your time. _____

PLEASE PRINT NAME