

**REQUEST FOR LETTERS OF RECOMMENDATION  
FROM TEACHERS OR STAFF**

**Today's Date:** \_\_\_\_\_ *Please allow 2 weeks for your letters to be written.*

*Your advisor will be notified when your letters are available, or stop in Julie's office to check.  
It is good practice to respond to your teachers with a thank you note!*

**Teacher's Name:** (Who are you asking to write this letter?) \_\_\_\_\_

**Your Name:** \_\_\_\_\_ ( PLEASE PRINT LEGIBLY)

**Your Advisor:** \_\_\_\_\_

If you are not currently a student, what year did you graduate / withdraw? \_\_\_\_\_

**Number of copies requested:** \_\_\_\_\_ **Your email:** \_\_\_\_\_

Do you require any of these letters to be school/scholarship specific? \_\_\_\_\_

If yes, please specify which schools or scholarships for which you are applying: *(more space on back)*

**What classes have you taken with this teacher? :**

What do you want this teacher to highlight about you? (Study habits, participation, leadership skills, community experiences, etc.)

**Teachers: Please complete letters of recommendation within 2 weeks of date requested.**

When letter(s) have been written, enclose in a sealed school letterhead envelope along with any necessary forms supplied by the student and sign across the back. Give all copies, along with this form, to Julie Ikler. Julie will notify the student's advisor that the requested letter(s) are available for pick up. Thank you!