

# Letter of Recommendation Information Form

I am applying for the following, \_\_\_\_\_  
\_\_\_\_\_, and would appreciate  
\_\_\_\_\_ writing a letter of recommendation to support my applica-  
tion. For your convenience I am including the following information. I have also attached a copy of the  
application requirements. Please do not hesitate to contact me at \_\_\_\_\_, for  
additional information or clarification.

Name: \_\_\_\_\_ Date of request: \_\_\_\_\_

Date recommendation is needed: \_\_\_\_\_ Number of copies needed: \_\_\_\_\_

I would like to pick up the recommendation for inclusion in my application packet.

Give it to my tutor.

Please mail the recommendation to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Year in school: \_\_\_\_\_ Academic major or program: \_\_\_\_\_

Educational goal(s): \_\_\_\_\_  
\_\_\_\_\_

Career goal(s): \_\_\_\_\_  
\_\_\_\_\_

Personal characteristics supporting potential for success: \_\_\_\_\_  
\_\_\_\_\_

Noteworthy achievements: \_\_\_\_\_

Applicable work, educational, or volunteer experience: \_\_\_\_\_  
\_\_\_\_\_

Other useful information: \_\_\_\_\_