Request for Letter of Recommendation for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_,

I am applying to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ college/university and would very much appreciate a recommendation letter from you.

Attached, you will find my Brag Sheet which lists my strengths and accomplishments to use in your letter. While I would be happy for you to include any of the attached information, I would most appreciate you focusing on the following characteristics and achievements

Please address the letter to the following:

School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attn:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State and Zip Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please do the following when the letter is complete (email, print and mail, etc.):