

REQUEST FOR RECOMMENDATION

To: _____
(Teacher's Name)

From: _____
(Student's Name)

Date: _____

Please write a letter of recommendation for me and give it to the Guidance Office. It may be used for several colleges. Please try to have the recommendation to guidance by _____ so it can be sent with my application.

____ I have attached my resume to assist you.

I am interested in studying _____.

The colleges to which I am applying are:

Thank you.