

## Request for Letter of Recommendation

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### Student Responsibilities

I \_\_\_\_\_ understand that asking for a letter of recommendation is no small request and that it requires certain responsibilities of the student. By requesting a letter of recommendation, I understand that I will:

	Initials
Say please/thank you and be courteous in the request	
Provide the referrer with a copy of my resume and any information necessary for the referral (list of clubs/activities, awards/honors, GPA, etc.)	
Provide the referrer with information regarding the nature and destination of the referral (i.e. is it for a scholarship, grant, or admission? Also provide the name and the address of the college/university/institution/or scholarship source)	
Give the referrer at least one week to complete the letter of recommendation	
NOT wait until the last minute & WILL NOT demand that the letter of recommendation be completed immediately	
Understand that no one is under any obligation to do this and that it is a courtesy and a favor	
Understand that the referrer does not have to share the contents of the letter of recommendation with the student	

Student's Printed Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Request for Letter of Recommendation

Referrer's Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Years Known: \_\_\_\_\_

Contact Information: Phone (work/home/or cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address (home or work): \_\_\_\_\_

\_\_\_\_\_

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### Referrer Responsibilities

By completing this form, you agree to provide a letter of recommendation in a timely manner (within two weeks) if the student requests one and only if they have met all of the requirements listed on the front of this document. This document is intended merely as a source for a recommendation, not the recommendation itself. At this moment, you are under no obligation to produce anything.

Referrer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_