

Request for Letter of Recommendation

- All of this information will help the person writing make it the best letter it can be.

Written for: _____ Date: _____

Written by: _____ Complete by: _____

Address letter to: _____

Letter content should include the following information:

BIOGRAPHICAL AND/OR ANECDOTAL INFORMATION

In addition to listing information, describe and/or explain how your involvement has made an impact on your life; why you choose to be involved in certain activities; and what you hope to gain from this involvement.

Extra-curricular Activities:

Leadership Experience:

Community Service and/or Volunteer Activities:

Hobbies and Interests:

Employment History: