Requests for Letters of Recommendation

- Requests for recommendations must be made in writing. (Example of form shown below.)

- We ask that you allow ten (10) working days to comply with your request.

- Recommendations are sent directly to the college, university, recruiter, job site, etc., from the guidance office.

- Recommendations will automatically accompany your transcript unless you request otherwise.

Request for Letter of Recommendation

Name: ____________________________ Date: ____________________________

Schools:

________________________________  ________________________________

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________________________________  ________________________________

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________________________________  ________________________________

Major: ____________________________

Please submit this request to Mrs. Bigelow or your guidance counselor. Letters of recommendation will accompany your transcript. Please allow ten school days to comply with your request.