

## 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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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.