

**Teacher
Letter of Recommendation Request Form**

Name _____

Homeroom _____ School Counselor _____

Date by which you need recommendation to be completed _____

Name and Address of College or Scholarship

Briefly explain your future plans/goals.

List extra-curricular activities, community service, awards & work experience (or attach resume).

Provide any further information you would like me to know that will be helpful as I complete this letter of recommendation.

**ATTENTION RECOMMENDING TEACHER. PLEASE GIVE THE COMPLETED LETTER TO
THIS STUDENT'S SCHOOL COUNSELOR. THANK YOU!**