



Request for Teacher Recommendation

Dear _____:

I am applying to college this fall. After careful thought and consideration, I believe that your observations and comments would enhance my college applications. I would like to ask you to write a letter of recommendation for me. If you are willing to grant my request, I have attached my resume and provided some information below. Please let me know if there is any other information you would like from me.

Thank you for your help in this very important process.

Sincerely,

Classes I have taken with you:

CLASS	YEAR

What I enjoyed most about your class:

What I found most challenging about your class:

Letters should be written to (addressed and stamped envelopes are attached):

Full Name	Full Title	College	Date Due	For Teacher: Date Sent
(example) Mr. Michael Shultz	Director of Admissions	Saint John's Catholic Prep		

Check here if a required form from a college is included for the teacher to fill out.

I have turned in to School Counseling my waiver of rights to letters of recommendations.

Yes No

NOTE TO TEACHERS: When you have sent your letters, please send this form to the School Counseling Office so that we know this part of the application process is complete. **THANK YOU!!!!!!!**