

## LETTER OF RECOMMENDATION REQUEST FORM

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Dear \_\_\_\_\_:

I would appreciate your consideration in writing a letter of recommendation for me. If you agree, I would need this letter completed by: \_\_\_\_\_.

The following would be helpful when you write this letter:

- Please write on company letter head, if available. If letterhead is not available, please use a company stamp, or attach a business card.
- Please type the letter. If this is not possible, please write the letter and give it to me. I will type it and return it to you for your signature. To allow me time to type it, please return it to me by: \_\_\_\_\_.
- Please date the letter.
- Please include the dates I have known you, or worked for you, which are: \_\_\_\_\_.
- Include the capacity you have known me (ie. a student, employee, etc.).
- Make sure to include your complete name and title in your signature.
- Please sign the letter.

Here are some accomplishments and/or personal qualities I have learned and/or demonstrated while you have known me, that you may want to consider when writing the letter:

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Thank you for your help and consideration.

Sincerely,