

# Letter of Recommendation Request

Wyner 2017

Name: \_\_\_\_\_

## Check at least one of the following.

- Only a form, with no written section, is needed.
- Today's date is before September 16.
- The due date is after November 10.

If none of these apply to you, please contact a different teacher for your recommendation.

## On a manila envelope, write the following.

- your name
- today's date
- the recommendation deadline (at least two weeks from today)

## Include each of the following in the manila envelope.

- this form
- an unofficial transcript
- directions from the school or scholarship, if they are not provided online
- (optional) anything additional about yourself, such as a college application essay or parent brag sheet

## Check each of the following that is required.

- Form:             Online         Printed (include form)
- Typed Letter:  Online         Printed (include stamped, addressed envelopes)

## What do I know about you that makes me an ideal choice for writing your letter?

**List each school or other recipient (e.g., *Common App*) that needs to receive the form or letter. If any of these have special instructions, state them here.**

**Three to five days before deadline, check in by email ([ewyner@scottsvalleyusd.org](mailto:ewyner@scottsvalleyusd.org)) or in person. Your recommendation may not be sent if you do not do this.**