

# 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 9.
- The due date is after November 9.

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

**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

**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.**

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