

# Letter of Recommendation Request

Duffy 2024

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

**Answer the following questions if it may be helpful for the letter.**

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

Do you have any qualities, experiences, or activities that you think I should focus on in your letter?

**Please do the following to submit your request.**

Get an unofficial transcript from the office.

Put the transcript, this completed form, any directions not already provided, and anything else you would like to include, in a manila envelope.

Write your name and the submission deadline on the manila envelope.

Hand me the envelope at least two weeks before the submission deadline.

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