

Letter of Recommendation Request

Wyner 2019

Name: _____

Check at least one of the following.

- Only a form, with no written section, is needed. *Common app requires a written section.*
- Today's date is before September 10.
- 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)

List each place that will be receiving the letter, and to whom their letter should be addressed (e.g., Admissions, Scholarship Committee, etc.).

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

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