

LETTER OF RECOMMENDATION INFORMATION SHEET

Thanks for agreeing to write on my behalf. Here's my contact info:

Name: _____

Phone: _____

Email: _____

Return or mail letter by:

- Please mail letter**
(pre-addressed, stamped envelope included)
- Please return to me**

I want to use your letter(s) for the following colleges/scholarships:

1.	
2.	
3.	
4.	

Here's a little bit about myself...

1. I would like the letter to include the following key points: _____

2. The activities (extracurricular, hobbies, sports, church, etc.) I have been involved in over the past three years, and why they've been important to me:

3. Awards/recognitions from high school: _____



4. My favorite classes in high school and why: _____

5. In college I plan to study: _____

6. I am looking forward to going to college because: _____

7. Something else you should know about me: _____

