

Request For Teacher Recommendation

Date _____

Dear _____ :

I will be applying to the colleges and universities listed below. I am asking you to write a letter of recommendation on my behalf. The recommendation is needed by _____. Please type the letter on Tri-County letterhead and send it in the provided stamped, addressed envelope.

Thank you in advance for taking the time to help me.

Sincerely,

- I intend to use Common App to apply to one or more of my schools. Please upload my letter when I send you the email request.

The following is a list of the colleges and universities that I will apply to:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

My major will be _____

** Please refer to my profile on the back of this page.*

Teacher Recommendation Profile

The following are my extra-curricular activities, honors and awards since the 9th grade including sports, clubs, leadership positions, community service, outstanding achievement, honor roll recognition, co-op, etc.

9th Grade: _____

10th Grade: _____

11th Grade: _____

12th Grade: _____

Additional information (*optional*): _____
