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): ________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________