

## Letter of Recommendation Request Form

*To make the process of receiving a letter of recommendation more efficient, please complete this form PRIOR to requesting a letter of recommendation.*

***INCLUDE A RESUME AND ANY INSTRUCTIONS FROM THE REQUESTING AGENCY FOR THE LETTER.***

**PLEASE ALLOW AT LEAST TWO WEEKS FOR ME TO COMPLETE YOUR LETTER OF RECOMMENDATION**

Student Name

HUID#

Classification

Major/Minor

Cumulative GPA

What is the due date for this letter?

What is this letter for? Be specific; what is the name of the program/scholarship?

What is the mailing address for the program/scholarship?

To whom should this letter be addressed?

Please list no more than 3 extracurricular activities you are involved with either in school, your community, or at home (example: athletics and clubs).

Please list any additional information that you deem to be important enough for me to include.

How will this letter be submitted?

Online

By Mail

Picked up by Student

This form should be completed, printed and turned into the office.  
Completion of this form does not guarantee that a letter will be written.