



**WATERFORD UNION HIGH SCHOOL – STUDENT SERVICES**

**REQUEST FOR LETTER OF RECOMMENDATION**

Student Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Date Needed\*: \_\_\_\_\_

*\*Provide at least a two-week notice. Discuss timeline with staff member writing recommendation to be certain the “date needed” can be met.*

Number of copies: \_\_\_\_\_

Recommendation letter is for:

\_\_\_\_\_ General: can be used for any college/university (address “To the Admission Committee”)

\_\_\_\_\_ Specific: provide college/university name, address, contact person and any other relevant information

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please return the completed recommendation letter(s) to: student \_\_\_\_\_ counselor \_\_\_\_\_ college \_\_\_\_\_

Intended Major: \_\_\_\_\_

Cumulative GPA/Class Rank: \_\_\_\_\_

**Complete the following OR attach an activity resume:**

School Activities: \_\_\_\_\_

\_\_\_\_\_

Community Activities: \_\_\_\_\_

\_\_\_\_\_

What do you want the college to know about you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A written thank you to the staff member(s) writing recommendation letter(s) is suggested.**