

LETTER OF RECOMMENDATION REQUEST FORM

Answer the questions below and give this form to the people that you are requesting write you a Letter of Recommendation.

Your Name: _____

Your Address: _____

Phone #: _____ Email: _____

1. **Purpose of the recommendation:** _____

2. **List 10 reasons** why the recommender should write you a Letter of Recommendation. You might want to address personal traits, professional skills or accomplishments, a successful internship or volunteer activities, etc.
