



Recommendation Request Form

Date Needed: _____ Postmark Deadline: _____

Student Information

Full Name _____ Date Requested _____

Recommendation Information

Recommendation is for: -College Admissions -University-affiliated Scholarship -Private Scholarship
-Other (explain in the comments section below)

College or Scholarship Name: _____

Name of Recipient (if applicable): _____

Address: _____

Please mention the following items in your letter (either personal traits I want highlighted or specific information requested by the college): _____

I have included the following information with this request:

- Resume
- Recommendation Form
- Stamped/Addressed Envelope

Regarding privacy: I waive my right to view this recommendation.
 I would like to read the recommendation prior to mailing.

When you have finished the letter (please seal and sign the envelope, if applies):

- Use Naviance eDocs to upload - I have made the request and you should have an email.
- I will pick it up on the following date _____.
- Please mail it in the stamped/addressed envelope provided.
- Please deliver to Mr. Webb

Additional Comments or Requests: _____

Thank you for your time!