

Recommendation Request Form
Carlynton Junior-Senior High School

DATE: _____

Dear _____,

Thank you for agreeing to write a recommendation for me. I am applying to
_____ College/University and plan to request the
Guidance Office to send my transcripts on _____.
(Date)

As we discussed, I would appreciate receiving your recommendation by
_____ by the following method upon which we agreed.
(Date)

I have attached additional information about me to this letter, including my school and outside activities, and any other information that I feel might be helpful in writing your recommendation.

Thank you again for your assistance.

Sincerely,

Signature

Printed Name

Homeroom Number