Request Form for Letter of Recommendation

STEM PROGRAM

Date: __________________________

Dear: __________________________

I am writing to ask you for a letter of recommendation as part of my application to __________________________ OR __________________________.

College Scholarship/Internship

I would appreciate it if you would highlight the following academic accomplishments:

1. __________________________
2. __________________________
3. __________________________

Please highlight the following aspects of my character

1. __________________________
2. __________________________
3. __________________________

Please highlight the following work experience, volunteer activities, and/or community service.

1. __________________________
2. __________________________
3. __________________________

My cumulative GPA is ________________

My major is __________________________

The deadline for this application is __________________________

Please mail this letter to the following address: __________________________ OR RETURN TO STUDENT (Please Circle)