REQUEST FOR TEACHER RECOMMENDATION LETTER

Student Name

Counselor

Teacher

Date of Request

College Major: ____________________________

Colleges/Organizations the letter will be sent to:

________________________

________________________

________________________

________________________

Date this letter is needed by: ____________________________
Other requests:

**ETIQUETTE FOR REQUESTING TEACHER RECOMMENDATIONS**

**DO:**

* Ask teachers at least TWO WEEKS before the due date of your application.

* Ask teachers in person, refrain from e-mail.

* Provide teachers with this completed form as their written reminder.

* Acknowledge that your teachers are doing you a favor. Expressing thanks to your teachers verbally or by thank you note is always appreciated.

**DO NOT**

* Ask teachers the day before or the day of the due date.

* Leave this form on a teacher's desk without speaking to them first.

* Assume that teachers will remember to write you a recommendation if you casually asked them to several weeks ago. That is why this completed form is needed.

**SUGGESTIONS**

* Choose 2-3 teachers for college recommendations in different subject areas.

* Choose teachers who have had you recently in class, and who have

* Choose teachers in subjects you plan to study.

* For college recommendations, begin approaching teachers in the spring before your senior year.