



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.