

REFERENCE REQUEST

(Two week "lead time" recommended. Attach a separate sheet of paper if more space is needed)

Student Name _____ Date _____

Home Phone _____

I am in need of a letter of recommendation for _____
_____(institution-scholarship-etc). The due date for the
completed reference packet is_____. The recommendation is to
be sent to: (Attach a stamped addressed envelope)

The information listed below may be of assistance in writing this reference:

Current GPA _____ Rank # _____ in class of _____

Plans after graduation:

School Activities and organizations:

School honors-accomplishments:

Work & volunteer experiences :

Community activities-hobbies-interests:

Thank you for your assistance:_____ (signature)