

PINK FORM
RECOMMENDATION REQUEST FORM

****Use this form when you ask a teacher or anyone else to write a letter of recommendation for you. ****

GIVE THE TEACHER A COPY OF YOUR SENIOR PROFILE FORM!

****Remember to allow two weeks for a letter to be completed and submitted to the Guidance Office.
Then there may be a two week time before the application is mailed to the college or scholarship
organization.***

Student's Name _____ Homeroom _____ Date of request _____

Person/Teacher writing recommendation _____

****Please submit all recommendation to Ms. Seng.

Thank you for writing a recommendation for me. I am applying to the following colleges/scholarships:

(Please Print)

Name of College/ Scholarship _____

Complete Address _____

(Please Print)

Name of College/ Scholarship _____

Complete Address _____

(Please Print)

Name of College/ Scholarship _____

Complete Address _____

(Please Print)

Name of College/ Scholarship _____

Complete Address _____

(Student: Be sure to provide additional information when necessary such as the college application section for teacher recommendation, scholarship details/ criteria, etc.)