

Request For Letter of Recommendation

(Please request letters at least a week and a half in advance of deadline date.)

Name of Student Requesting Letter (Full Name): _____

Student's Mailing Address: _____

Today's Date: _____

Requesting letter of recommendation from: _____
(Name of teacher)

I need this letter of recommendation by: _____
(Date)

(Reminder: Request should be made at least 7 working days in advance of your deadline.)

Choose the type of letter to be sent:

I am requesting a General letter of recommendation: _____ (check)
(A general letter of recommendation is not addressed to a specific person or organization)

Or...

I am requesting a letter directed to: _____
Name of College, Organization, Other

College, organization, etc., Address: (mailing address, city, state, zip)

Choose how letter should be sent:

This letter should be uploaded online to:

- Common Application
(teacher will get an email invitation to upload recommendation)
- SUNY online system
(teacher should forward recommendation to Mrs. Tyler to upload electronically to SUNY online system)

Or...

- I will pick up letter (signed/sealed in envelope)
- Mail letter to address listed above (directly to college or scholarship organization)
- This recommendation is for a scholarship which must be turned in to the guidance office.

Thank you!