

RECOMMENDATION REQUEST FORM

Date_____

Dear_____,

Would you be kind enough to__ write a recommendation__ complete a recommendation form (attached)___ for me? I need such by_____.

___Please give your letter/form to Mrs. Ridenour, who will forward it where it needs to go.

___I am applying for admission through the **Common Application**. You should be receiving an e-mail concerning the recommendation form/request for comments. You will be given the option to recommend online or via snail mail. If you choose to apply via snail mail, Mrs. Ridenour will mail the forms for you.

___Other instructions:_____.

___The recommendation needs to be sent in with the rest of my information, and I am responsible for gathering it together. Please place your recommendation in an envelope and sign the back of the flap. Mrs. Ridenour can give you an envelope.

I, the undersigned, hereby __voluntarily waive __do not waive my right to inspect the content of this letter of recommendation or evaluation form.

Signature_____

Name_____

Phone #_____ Street Address_____

City_____ State_____ Zip_____

Colleges or organizations for which this request is made:

Thank you for your efforts on my behalf.