

East Butler Letter of Recommendation Request

Student Name _____ Date _____

Requesting a letter of recommendation for: *Circle one* College Admission Scholarship

Specifically: _____

I would appreciate if you would focus on the following abilities or aspects of my character as a:

circle all that apply student athlete volunteer leader

1. _____

2. _____

3. _____

Other areas you may touch on are my academic, extracurricular or community involvement achievements.

GPA _____ Honors _____

Extracurricular Activities _____

Volunteerism _____

Other _____

If you do not believe you are the best person to write this letter for me, please advise me immediately.

This letter must be (*completed, mailed, submitted online*) by _____, so I can make the application deadline. You can reach me by email at _____

or by phone at _____. If I can provide any other information or assistance, please let me know as soon as possible.

Thank you,