

LETTER OF RECOMMENDATION INFORMATION FORM

We recommend you provide this form to anyone from whom you are requesting a letter of recommendation. This form will provide information to this person that will help them to write a letter that best suits your needs and will allow them to express some of your unique qualities and assets. Remember, provide enough time for letter writer to complete this task. It is customary to allow for at least 1 week. Be sure to factor in time to send the materials in.

Date of Request _____

1. Name _____

2. Recommendation Writer _____

3. Date Recommendation is due _____
(The due date should be at least 1 week before it must be sent)

4. Action Required

- a. _____ Send letter (include a self-addressed stamped envelope)
- b. _____ Return letter to me (attach an envelop)
- c. _____ Return letter to Guidance Office
- d. _____ Other (Please explain) _____

5. Type of Recommendation Requested:

Academic __ Athletic __ Music __ College Entrance __ Other __

6. Information about college/scholarship committee that will receive your letter

Name _____

Address _____

City/State/Zip Code _____

Additional Information about the scholarship committee or college that would be helpful to the letter writer: _____

7. Please list any/all Benton Activities you are involved in (such as sports, NHS, band, vocal, student council, yearbook, newspaper, clubs, etc):

8. Please list any Community Activities/Community Service/Volunteer Activities you have completed.