

## Request For Teacher Recommendation

Date \_\_\_\_\_

Dear \_\_\_\_\_ :

I will be applying to the colleges and universities listed below. I am asking you to write a letter of recommendation on my behalf. The recommendation is needed by \_\_\_\_\_. Please type the letter on Tri-County letterhead and bring it to Mr. O'Brien in the Guidance office.

**Thank you in advance for taking the time to help me.**

Sincerely,

\_\_\_\_\_

The following is a list of the colleges and universities that I will apply to:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

My major will be \_\_\_\_\_

*\* Please refer to my profile on the back of this page.*

## Teacher Recommendation Profile

The following are my extra-curricular activities, honors and awards since the 9<sup>th</sup> grade including sports, clubs, leadership positions, community service, outstanding achievement, honor roll recognition, etc.

9<sup>th</sup> Grade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10<sup>th</sup> Grade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11<sup>th</sup> Grade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12<sup>th</sup> Grade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional information (*optional*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_