



## Personal Recommendation Letter Request Form

(Please fill out the form below, in as much detail as possible.)

Student name: \_\_\_\_\_

GPA (as it will appear on your transcript): \_\_\_\_\_

Desired College Applied To: \_\_\_\_\_

List all extracurricular organization involvement and the duration of time you were affiliated:

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Please indicate the format in which you would like to receive your recommendation letter:

Electronic Copy

Hard Copy

**Important Reminder:** If the recommendation letter needs to be submitted by an Administrator or Teacher through an online portal online via college website, please also complete this form and submit to requesting teachers box in the front office.