

## Sample request form for Teacher Letter of Recommendation at Sisters High School

**Directions for completion:** The teachers and ASPIRE staff are providing instructions here for successfully requesting a recommendation letter. Students must recognize that these letters take many hours of unpaid time. They are a privilege and not a right. Every letter written by a teacher must be followed up with a “thank you” note. This is good practice and an important lesson for your future! Once you have asked a teacher and he/she has confirmed your request in person, use this template, (steps 1-12) to provide your teachers with important information and good luck!

1. Date requested (at least three weeks before due date): \_\_\_\_\_.

2. Date due: \_\_\_\_\_.

3. To: (Name of Recommender)

4. From: (Student Name)

5. Thank you for writing one of my two teacher recommendations. (Core academic subjects: Social Studies, Math, Science, English, Foreign Language – suggested teachers for the Common Application)

1. (Teacher’s Name)

2. (Teacher’s Name)

6. I will be using this letter for (an application to college **AND/OR** scholarship applications). Please use SHS letterhead stationery when possible.

7. I will be applying to the following college(s). **AND/OR** I will be applying for the following scholarship(s):

\_\_\_\_\_.

8. I plan to/do not plan to waive my right to see this letter for use with... (Choose all that apply from the following)

...the Common Application form, which you will receive online. **OR**

...the attached form. **OR**

...this application. Please mail it in the self-addressed stamped envelope I have provided. **OR**

(For students who do not waive their right to see the letter) Please contact me to pick up the letter or send it electronically to: \_\_\_\_\_.

9. I have taken the following classes from you while at SHS \_\_\_\_\_. I received the following grades in those classes \_\_\_\_\_.

10. In your letter, please highlight the following (experience/ project/ perspective) that I benefitted from in your class \_\_\_\_\_. **OR** Please highlight the following in your letter \_\_\_\_\_.

11. Finally, so that you may better understand my background, I hope to study (intended major) in college and

I have attached my CIS Activities Chart (or resume). **AND/OR**

I have described my activities below: (customize for your needs)

\*My noteworthy academic moments, projects, achievements consist of \_\_\_\_\_.

\*My personal (career or academic) goals are \_\_\_\_\_.

\*Please emphasize the following in your letter (specific strengths or aptitudes): \_\_\_\_\_.

\*I have participated in the following high school activities, (add leadership roles for each):

\_\_\_\_\_.

\*I have experienced (personal or academic) hardships that might be helpful to know about when writing my letter: \_\_\_\_\_.

\*My post-high school plans include \_\_\_\_\_.

12. Thank you again for taking the time to write a letter of recommendation for me. If you have any questions, please contact me at \_\_\_\_\_.

Sincerely,  
Student Name