

Letter of Recommendation Request

PLEASE NOTE: A letter of recommendation request will not be processed directly from an automated email from a college or scholarship entity. This completed form AND the required attachment must be turned in to the AHS office or emailed to your school counselor, for a letter of recommendation to be created.

Student Name: (Please print!) _____ Today's Date: _____

____ For College Admission ____ Electronic Copy emailed to: _____
____ Hard copy (student will pick up in the front office)
____ Mailed to the college: (Please print!)
 Name of college _____
 Address: _____

____ For Financial Aid/Scholarship ____ Electronic Copy emailed to: _____
____ Hard copy (student will pick up in the front office)
____ Mailed to the college or scholarship host:
 Name of college or scholarship _____
 Address: _____

____ Other Please explain Other request: _____

____ Electronic Copy emailed to: _____
____ Hard copy (student will pick up in the front office)
____ Mailed to: _____
 Address: _____

CHECKLIST: PLEASE initial the things that apply.

- ____ 1. I have attached a resume or list of activities, awards, extracurricular, part-time job, volunteer work, church, other organizations, unique circumstances and/or challenges, etc.
- ____ 2. The person to whom my request is made already has a copy of my resume.
- ____ 3. I understand that I am to allow **10 business days** for receipt of this request, from the date it is received in the office. I understand that I need to plan ahead in order to meet deadlines.

OFFICE USE ONLY: Date received in AHS office _____ by whom _____