

# REQUEST FOR LETTER OF RECOMMENDATION

DJD 11/03

<b>DATE NEEDED</b>		<p><u>NOTE:</u> This date should be at least the date it needs to be mailed. Check the deadline requirements carefully ... do they need to <i>receive it</i> by a certain date, or <i>postmark</i> it by a certain date.</p>
--------------------	--	--

*When the letter is complete, please:*

- Call the above phone number and I will pick it up.
  Send the letter directly to the committee

**PLEASE PRINT.** In order to help me write a letter of recommendation for you, please complete the following information. *Continue on the back if necessary* (indicate with an arrow). Allow at least one week for your letter to be prepared. Attach any pertinent information about the program to which you are applying.

Name (Last, First)		Day Phone/Evening Phone	
Address		Social Security Number	
City	Zip	Academic Goal	
Major		Career Goal	
Overall GPA at AHC (estimate)	Current Units	Total Units at AHC	Hrs/Week Working

I am applying for the following Scholarship <i>(give official name):</i>	
What is the Criteria or Qualifications for the Scholarship:	
Address the Letter of Recommendation to: (title and name of person in organization):	
Qualities about me I feel you should know, including awards, achievements, obstacles overcome ( <i>e.g.</i> , first in family to attend college, single parent, etc.):	
I belong to the following clubs, organizations, athletic programs. Indicate officer/active volunteering:	
Volunteer activities during the past 2 years (what, when, where, what did you do? (hrs/wk):	
Work during the last 2 years (when, where, hrs/wk):	