

College Recommendation Request

Date: _____

Student's Name _____

Dear _____

I am requesting that you write a letter of recommendation for me. This letter will be used in several ways. One copy will be kept in my school file and will be sent out as needed with my college transcripts. If I choose to apply to a college that uses the Common Application, teachers will also need to create an account with them (through a link that I will provide later) and upload my recommendation to them. The guidance counselor is not permitted to upload teacher recommendations to Common Application, but can help you if you need it.

Your letter of recommendation should be addressed "Dear Admissions Counselor" and be written to express your direct knowledge of me. Please use specific examples of my personal and academic achievements that you have observed. A general recommendation will be done by the guidance counselor. The more specific you can be, the more I will stand out to the readers of your letter. Personal and professional letters of recommendation should reference your area of expertise and/or where we have interacted together.

If you do not feel that you can write a letter of recommendation for me, please let me know. All letters of recommendation should be returned to the guidance counselor, and not to me. I am waiving my right to view my letters of recommendation. Please return your recommendation by _____ (date) so that I can comply with my college's deadlines.

Thank you so much for taking your time to assist me in my college application process. I really appreciate it.

Sincerely

Mail all recommendation letters to

American Christian School, Attn: College Counselor

345 S. Main St.

Wharton, NJ 07855

973-328-1352