

Letter of Recommendation Invitation

Name _____

Date I need your letter by: _____
(Request at least 2 weeks in advance)

I am requesting your letter be sent to:

Where: school, business, scholarship	Admissions Email or Business address

Here is the major/program/school I plan to pursue and what drew me to them.

The following are a few important things I think you should know about me to help you write your letter of recommendation.

Here is a link to my resume/or see attached:

Thank you for taking the time to write me a letter of recommendation.
I really appreciate it!

Signed: _____