Students often ask me for letters of recommendation, and I constantly find myself repeating a list of instructions to assist me in their request. I believe it will be to your advantage if you follow the procedure outlined below so I can process your request in a timely manner and to help me keep track of your request.

1. Student’s Name: ________________________________________________  (please print)

2. Institution/Company ________________________________________________

3. To whom? __________________________________________

4. At what address? __________________________________________
   If the recommendation is to be filled out online, write “online” here. If they will not contact me directly, also include web address of the online form.

5. What is the deadline? |_______| |_______| |_______|
   month       day       year

6. Resumé attached?  Yes  No

7. Special Instructions:
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

8. Contact information _____________________          ______________________
    phone    email