

Letters of Recommendation
from Dr. Brian Rachford
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Prescott, AZ 86301

If you are requesting a letter of recommendation from me, please fill out this form. Please give me this information as soon as possible, preferably 2-3 weeks before the deadline for electronic submissions, and 3-4 weeks if I have to send a physical letter by mail.

Today's date _____

1. Student's Name: _____
(please print)

I've completed _____ credit hours and my GPA is _____

2. Institution/Company/Organization _____
to whom you're applying

3. Contact person's name (if given) _____

4. Address (only if physical letter is required) _____

5. What is the deadline? _____

6. Resumé attached? Yes No

7. Indicate what I am to do with the letter; note that these are the only available options:

A. Put it in a university envelope sealed with your signature on the seal.
Please send it to the address above.

B. Respond to an electronic (email) request from the institute or organization to which I am applying.

8. My contact information _____
Phone Email