REQUEST FOR FORMAL TEACHER/COUNSELOR LETTER OF RECOMMENDATION

You must give your recommending teacher and/or counselor ***at least 10 school days' notice*** for a letter of recommendation – be sure to check deadlines. **The BNHS Senior Profile form** MUST be turned in with this form. It is your responsibility to provide the necessary college forms and stamped, addressed envelopes.

From: _____
Student's name

To: _____Today's Date: _____
Recommender's name

Thank you for agreeing to write my formal recommendation for the colleges listed below. I will be providing you with an envelope addressed to the colleges that do not use online-documents and/or an email address or website for letters to be submitted online.

College name	Deadline	Use Common App	Submit by mail	Submit online

I understand that your letter will be sent directly to each college by the application deadline unless otherwise specified by the college. I understand that it is my responsibility to be aware of each college's requirements and deadlines.

Student signature _____ Date: _____

REQUEST FOR FORMAL TEACHER/COUNSELOR LETTER OF RECOMMENDATION

You must give your recommending teacher and/or counselor ***at least 10 school days' notice*** for a letter of recommendation – be sure to check deadlines. **The BNHS Senior Profile form** MUST be turned in with this form. It is your responsibility to provide the necessary college forms and stamped, addressed envelopes.

From: _____
Student's name

To: _____Today's Date: _____
Recommender's name

Thank you for agreeing to write my formal recommendation for the colleges listed below. I will be providing you with an envelope addressed to the colleges that do not use online-documents and/or an email address or website for letters to be submitted online.

College name	Deadline	Use Common App	Submit by mail	Submit online

I understand that your letter will be sent directly to each college by the application deadline unless otherwise specified by the college. I understand that it is my responsibility to be aware of each college's requirements and deadlines.

Student signature _____ Date: _____