

Recommendation Letter Form

I would like to request a recommendation letter from _____

I need this letter for: Scholarship Job application Internship Other _____

I need this letter by _____ (date) Please allow at least one week.

first name	last name	middle name
ID number	country of citizenship	major
starting term at SVSU	expected graduation date	GPA
List of activities and accomplishments		
What specific qualities or information would you like highlighted?		
In what capacity do you know the writer of the letter?		

Date _____

Signature _____