REQUEST FOR LETTER OF RECOMMENDATION

Student’s name _________________________________

Recommender’s name _______________________________

Please Note:

1. Students should give recommenders a minimum of two weeks lead time (i.e., two weeks to get a letter in the mail)

2. Fill out a separate form for each requested letter.

3. Besides the required information noted below, faculty may request other information such as a vitae; contact the faculty member early enough that s/he will have all information two weeks in advance.

4. Unless otherwise directed, please leave this form and all accompanying information in hardcopy in the professor’s mailbox, and alert the professor through e-mail that you have done so.

Letter Due Date: _____________________

Full Address for letter: _________________________________

Name of position or grant sought: _________________________________

Minimum required accompanying documentation for all letter requests:

For jobs: the position description and the student’s cover letter
For grants: program description and draft of the proposal